

NFC

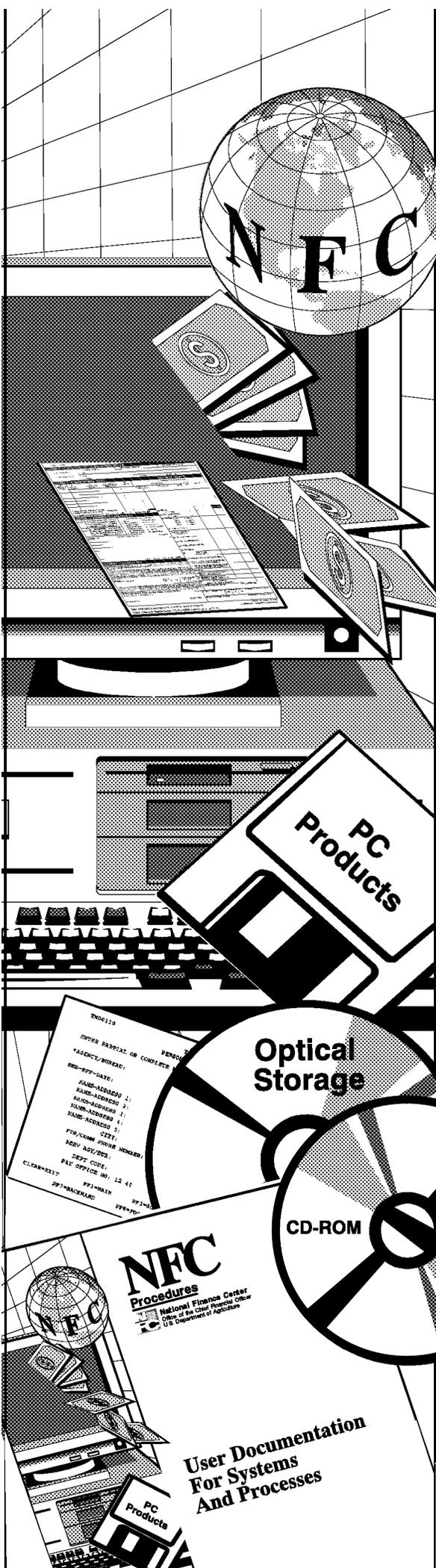
Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Personal Computer Time And Attendance Remote Entry System (PC-TARE)



TITLE I
Payroll/Personnel Manual

CHAPTER 7
Time And Attendance Procedures

SECTION 2
Personal Computer Time And Attendance Remote Entry System
(PC-TARE)

User Documentation
For Systems
And Processes

NFC
Procedures
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

TARE1122

The following instructions are provided to import data from PC-TARE Version 1.11A into Version 2.0. This is called the TARE1122 process. To perform this function, you must first have Version 2.0 loaded on your personal computer. You will also need a data disk that was previously used to process T&A's through Version 1.11A.

Step 1. Display the hard-disk drive prompt that was used to install PC-TARE Version 2.0. At the C>, key in *cd\tare* and press [Enter].

Step 2. At the C:\TARE> prompt, key in *tare1122* and press [Enter]. **Note:** If you have installed the extended version of Version 2.0 on your personal computer, then you should key in *tare1122E* and press [Enter]. The message *Drive and path to import from?...A:\ (backslash)*.** is displayed. Insert the diskette with Version 1.11A data in the floppy-disk drive. **Caution:** If the diskette is not inserted in the floppy-disk drive at this point, this import process will abort. Press [Enter] or key in the appropriate drive.

Step 3. A directory listing is displayed. Move the cursor to Master.Dat and press [Enter]. The message, *You need to fill in the information for the Timekeeper that is in charge of this Diskette. Press ENTER to proceed,* is displayed. Press [Enter]. The Authorization Administration screen is displayed. Follow the instructions provided on Page 74 of the attached procedure and complete this screen for the timekeeper whose information is being imported.

Step 4. After the data has been entered and saved, the message, *Pick the Pay Period/Pay Period Date for ALL these T&A's,* is displayed. Press [Enter]. The Change Pay Period # screen is displayed. Move the cursor to select the appropriate pay period and press [Enter]. (A sample of this screen and instructions are provided on Page 21 of the attached procedure). The importing process will begin.

Note: This process will not import more than one record per social security number. If a record with a social security number from Version 1.11A is already on the hard drive from Version 2.0, there will be a warning message and the record will be skipped. Also, if there is a split T&A record from Version 1.11A, only the first half of the split T&A will be imported into Version 2.0.

Step 5. After the importing process is complete, key in *cd(space)\ (backslash)*. You will be returned to the root directory.

Table Of Contents

| | Page |
|--------------------------------------------------------|------|
| <u>Introduction</u> | 1 |
| <u>About This Procedure</u> | 3 |
| <u>How The Procedure Is Organized</u> | 3 |
| <u>What Conventions Are Used</u> | 3 |
| <u>Who To Contact For Help</u> | 3 |
| <u>System Overview</u> | 5 |
| <u>Access Levels</u> | 5 |
| <u>Record Retention Requirements</u> | 6 |
| <u>Equipment</u> | 6 |
| <u>Technical Support</u> | 6 |
| <u>Software Installation</u> | 7 |
| <u>Preparing For Installation</u> | 7 |
| <u>Installing Or Updating The Software</u> | 7 |
| <u>System Access</u> | 13 |
| <u>Security And Remote Terminal Usage</u> | 13 |
| <u>Sign-On</u> | 13 |
| <u>Sign-Off</u> | 14 |
| <u>Operating Features</u> | 15 |
| <u>System Edits</u> | 15 |
| <u>Navigation Through The PC-TARE Menus</u> | 15 |
| <u>Function Keys</u> | 15 |
| <u>DATA ENTRY (ACCESS LEVEL 1)</u> | 17 |
| <u>PC-TARE Main Menu (Access Level 1)</u> | 19 |
| <u>Records</u> | 20 |
| <u>T&A Data</u> | 20 |
| <u>Changing A Pay Period #</u> | 21 |
| <u>Modifying TcItems</u> | 21 |
| <u>Modifying A Header</u> | 22 |
| <u>Modifying A Leave Record</u> | 24 |
| <u>Updating A T&A Record</u> | 26 |
| <u>Browsing A T&A Record</u> | 26 |
| <u>Finding A T&A Record</u> | 26 |
| <u>Sorting T&A Records</u> | 26 |
| <u>Accessing T&A Record Options</u> | 26 |
| <u>Adding One T&A Record</u> | 26 |
| <u>Creating A Query</u> | 27 |
| <u>Printing T&A Records</u> | 28 |

Table Of Contents *(cont'd)*

| | Page |
|-------------------------------------------------------------|-------------|
| Preparing A Transmission File | 28 |
| Zooming | 30 |
| Preparation Of Corrected T&A's | 31 |
| Preparation Of Split T&A's | 31 |
| Deletion Of T&A Records | 31 |
| Deletion Of Employee Records | 31 |
| Preparation Of Continued T&A's | 31 |
| Employee Data | 32 |
| Adding An Employee Data Record | 32 |
| Browsing An Employee Data Record | 33 |
| Editing An Employee Data Record | 33 |
| Finding An Employee Data Record | 33 |
| Printing An Employee Data Record | 34 |
| Sorting Employee Data Records | 34 |
| Creating A Query | 34 |
| Deleting An Employee Record | 34 |
| Print | 35 |
| Printing T&A Data | 35 |
| Printing Employee Records | 35 |
| Printing The Accounting Table | 35 |
| To Screen Print A T&A Data Record | 35 |
| Xmit | 37 |
| Tables | 39 |
| Accounting | 40 |
| Browsing Accounting Records | 40 |
| Finding An Accounting Record | 40 |
| Printing The Accounting Table | 41 |
| Sorting The Accounting Table | 41 |
| Querying The Accounting Table | 41 |
| Transaction Codes | 43 |
| Browsing Transaction Codes | 43 |
| Finding A Transaction Code | 43 |
| Printing The Transaction Codes Table | 43 |
| Sorting The Transaction Codes Table | 43 |
| Querying The Transaction Codes Table | 44 |

Table Of Contents (cont'd)

| | Page |
|---------------------------------------------------------------------------------------------|------|
| <u>Leave Types</u> | 45 |
| <u>Browsing Leave Types Records</u> | 45 |
| <u>Finding A Leave Type Record</u> | 45 |
| <u>Printing The Leave Types Table</u> | 45 |
| <u>Sorting The Leave Types Table</u> | 46 |
| <u>Querying The Leave Types Table</u> | 46 |
| <u>Pay Periods</u> | 47 |
| <u>Browsing Pay Period Records</u> | 47 |
| <u>Finding A Pay Period Record</u> | 47 |
| <u>Printing The Pay Period Table</u> | 47 |
| <u>Sorting The Pay Period Table</u> | 48 |
| <u>Querying The Pay Period Table</u> | 48 |
| <u>Utilities</u> | 50 |
| <u>Reindexing Files</u> | 50 |
| <u>Making Backup Files To Floppy</u> | 50 |
| <u>Moving Files To History</u> | 50 |
| <u>CREATING JCL AND TRANSMIT FILES AND MAINTAINING TABLES (ACCESS LEVEL 2)</u> | 51 |
| <u>PC-TARE Main Menu (Access Level 2)</u> | 53 |
| <u>Tables</u> | 55 |
| <u>Accounting</u> | 55 |
| <u>Adding An Accounting Record</u> | 55 |
| <u>Editing An Accounting Record</u> | 55 |
| <u>Importing The Accounting Table Files</u> | 56 |
| <u>Exporting The Accounting Table Files</u> | 56 |
| <u>Mass Changing Accounting Records</u> | 56 |
| <u>Transaction Codes</u> | 58 |
| <u>Adding A Transaction Code Record</u> | 58 |
| <u>Editing A Transaction Code Record</u> | 59 |
| <u>Importing The Transaction Codes Table Files</u> | 59 |
| <u>Exporting The Transaction Codes Table Files</u> | 59 |
| <u>Leave Types</u> | 60 |
| <u>Adding A Leave Type Record</u> | 60 |
| <u>Editing A Leave Type Record</u> | 61 |
| <u>Importing The Leave Types Table Files</u> | 61 |
| <u>Exporting The Leave Types Table Files</u> | 61 |

Table Of Contents *(cont'd)*

| | Page |
|---------------------------------------------------------------|-------------|
| <u>Pay Periods</u> | 62 |
| <u>Adding A Pay Period Record</u> | 62 |
| <u>Editing A Pay Period Record</u> | 62 |
| <u>Importing The Pay Periods Table Files</u> | 62 |
| <u>Exporting The Pay Periods Table Files</u> | 63 |
| <u>Utilities</u> | 65 |
| <u>Packing All Files</u> | 65 |
| <u>Restoring Files From Floppy</u> | 65 |
| <u>Deleting A Transmit File</u> | 65 |
| <u>Set-Up</u> | 66 |
| <u>Establishing JCL Information</u> | 66 |
| <u>SETTING UP USER ACCESS (ACCESS LEVEL 3)</u> | 69 |
| <u>PC-TARE Main Menu (Access Level 3)</u> | 71 |
| <u>Set-Up</u> | 73 |
| <u>Establishing System Access</u> | 73 |
| <u>Adding A PC-TARE User</u> | 73 |
| <u>Deleting A PC-TARE User</u> | 74 |
| <u>Browsing System Access Records</u> | 74 |
| <u>Editing A System Access Record</u> | 74 |
| <u>Finding A System Access Record</u> | 74 |
| <u>Printing The Systems Access Table</u> | 74 |
| <u>Sorting The System Access Table</u> | 75 |
| <u>Querying The System Access Table</u> | 75 |
| <u>Importing The Authorization Administration Files</u> | 75 |
| <u>Exporting The Authorization Administration Files</u> | 75 |
| <u>Data Transmission</u> | 77 |
| <u>Establishing The Mainframe Connection</u> | 77 |
| <u>Transmitting The Data</u> | 77 |
| <u>Confirming The Transmission</u> | 78 |
| <u>Checking Job Status</u> | 80 |
| <u>Heading Index</u> | Index – 1 |

Introduction

Payroll/Personnel Manual
Time And Attendance Remote Entry

About This Procedure

This procedure provides instructions for installing, accessing, and operating the Personal Computer Time and Attendance Remote Entry System (PC-TARE). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview describes what the system is used for and provides related background information.

Software Installation provides information on installing or updating PC-TARE on the personal computer.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

Data Entry (Access Level 1) gives instructions for selecting options from the system's primary selection screen to add, browse, edit, find, print, sort, and query T&A and employee data, create a transmission file of T&A records, reindex and back up files, and browse, find, print, sort, and query tables.

Creating JCL and Transmit Files and Maintaining Tables (Access Level 2) gives instructions for selecting options from the system's primary selection screen to create job control language and to add, edit, import, and export tables. It also allows users to perform all functions of Access Level 1.

Setting Up User Access (Access Level 3) gives instructions for selecting options from the system's primary selection screen to set up PC-TARE user access. It also allows users to perform all functions of Access Levels 1 and 2.

Instructions for each **menu** and **menu option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended

pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The message *Delete Successful* is displayed.

□ Field specifications are also printed in italics. Example: **Agency** (*required, alphanumeric field; 2 positions*). Key in the document control number.

□ Data that is system generated or that you must key in exactly as shown is printed in **bold italics**. Example: Key in **32**.

□ Emphasized text within a paragraph is printed in **bold**. Example: A **subtotal** of each column and a **grand total** are calculated.

□ Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: The PC-TARE main menu (**Figure 13**) is displayed.

□ References to sections within the procedure are printed in bold as shown here. Example: See **This is discussed under Installing Or Updating the Software, Step 7**.

□ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF1].

□ Optional actions at the end of a processing function are preceded by square bullets. Example:

- To exit the system, press [Esc].

□ Important extra information is identified as a note. Example: **Note:** This help is available for most fields.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about processing, contact the Payroll/Personnel Operations Section at the telephone number listed for your agency in Title V, Chapter 1, Bulletin 95-1, NFC Inquiry Telephone Numbers, dated May 26, 1995.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Payroll/Personnel Manual
Time And Attendance Remote Entry

(reserved)

System Overview

The Personal Computer Time and Attendance Remote Entry System (PC-TARE) is a personal computer system of the U.S. Department of Agriculture (USDA). PC-TARE is used to prepare and create a transmit file of time and attendance (T&A) data, to be sent electronically to the National Finance Center (NFC).

The Payroll/Personnel System database is maintained at NFC in a centralized computer system. Through the use of PC-TARE and local telecommunication capabilities, agencies can prepare T&A's on their personal computers and transmit them to NFC for processing.

T&A transmission files are transmitted through a communication connection that the agency establishes with NFC. NFC assigns a unique eight-digit batch number to the transmitted T&A's and sends back to the agency confirmation of the number of T&A's received. The confirmation is a summary reflecting the total number of 80-character records, total hours, and total transaction codes received. The T&A's are entered into the T&A Validation System (TIME) data file where they await processing.

The initial processing of the T&A's is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Processing continues with the application of the Payroll Processing System (PAYE). Using the data reported on the T&A and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. The system updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc.

Timely submission of T&A's is very important since it impacts the employee's pay. T&A's should be closed on the last day of the pay period and processed as soon as possible. Ideally, T&A's should be transmitted to the NFC no later than the Tuesday following the last day of the pay period.

Agencies can obtain information concerning the updates to the Payroll/Personnel database through the Informa-

tion/Research Inquiry System (IRIS). (See Title I, Chapter 15, IRIS.)

Below is a broad outline for using PC-TARE:

1. The agency designates an individual(s) to install and maintain PC-TARE for designated timekeepers. (This individual should have a working knowledge of DOS Version 3.1 or above.)
2. The designee installs the software on each timekeeper's PC (Access Level 3). See [Access Levels](#) below.
3. The designee creates and controls the timekeeper's password, updates job control language (JCL), and maintains system edit tables.
4. Timekeepers enter T&A data for each employee every pay period.
5. Timekeepers reformat T&A data into a transmission disk file to be transmitted to NFC (Access Level 1). See [Access Levels](#) below.
6. Designated personnel transmit T&A data to NFC using communications equipment.

Access Levels

Access levels are established by individual(s) with Access Level 3 authority in the System Access option of Set-Up. Refer to the Access Level 3 section of this procedure for instructions.

Access Level 1. Allows the user to (1) perform all T&A functions, (2) add, browse, edit, find, print, sort, query, and zoom employee data, (3) reindex and backup files, and (4) browse, find, print, sort, query, and zoom tables.

Access Level 2. Allows the user to (1) transmit T&A's, (2) pack and restore files, (3) establish job control language, (4) add, edit, import, export tables, and (5) mass change accounting tables, plus all functions of Access Level 1.

Access Level 3. Allows the user to install PC-TARE software, maintain user ID's, and maintain system tables, plus all functions of Access Levels 1 and 2.

To ensure accountability for PC-TARE, each agency must designate an individual(s) with Access Level 3 authority to:

- Install the PC-TARE software.
- Create and control the password record for each authorized user.
- Maintain the system edit tables.
- Provide guidance to users.

This individual(s) is responsible for safeguarding the PC-TARE software at the agency location and acts as liaison between the PC-TARE users and NFC for PC-TARE matters. In addition, the agency security officer (or assigned communications officer) is responsible for

Payroll/Personnel Manual Time And Attendance Remote Entry

establishing transmission capabilities. (For more information about computer security, see Title VI, Chapter 2, Security Access Procedures.)

Record Retention Requirements

For T&A data electronically transmitted to the NFC, agencies must maintain the certified T&A report (i.e., printout, worksheet, etc.) and all appropriate supporting documentation for a 6-year period in compliance with the General Records Schedule (GRS)-2 and the General Accounting Office audit requirements.

The NFC will maintain the personal payment history required in Fair Labor Standard Act cases and court ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2. **Note:** NFC recommends maintaining prior and current fiscal year data in case of prior year corrected T&A's.

Equipment

You will need the following equipment to use the PC-TARE software:

- A personal computer with 2-1/2 megabytes of extended memory. **Note:** If you do not have extended memory, 580k of available conventional memory is required.
- One hard-disk drive with 4.0 megabytes of disk space
- One double-sided, double-density (360k or higher) 5 1/4 or 3 1/2-inch floppy-disk drive
- A color monitor with a color graphics adapter card or a monochrome monitor with a graphics adapter card
- 2048 bytes (2k) free hard drive space for each T&A for each pay period (space need equals 2k times the number of T&A's on the system times the number of pay periods to be on the system).
- An 80-column printer

- Additional floppy disks for XMIT and backup

Additional equipment that is needed to transmit T&A data files:

- A 3780 Remote Job Entry (RJE) connection to batch transmit T&A data to NFC

Optional equipment for using PC-TARE:

- PC-TARE operates on DOS-based Local Area Networks (LAN's)

Note: The LAN operates with DOS 3.1 or greater in order to use files in a shared mode. The shared mode provides multi-user capabilities. Two or more users can access the same file simultaneously.

- PC-TARE operates with a mouse. An appropriate mouse driver must be installed.

Note: Using a mouse is usually easier and faster than using a keyboard. However, you can use just the keyboard techniques.

The floppy disk used and produced by PC-TARE may be transferrable from one PC to another; however, users may encounter disparities in operating system floppy disk formatting densities among PC's. For example, a transmission disk drive is submitted to a telecommunication/transmission PC with a low-density disk drive. Consult your PC/MS-DOS manual concerning formatting options.

Technical Support

NFC's Information Center personnel are the designated liaisons between NFC and the agencies using PC-TARE. Please direct questions about the PC-TARE program software to the Payroll Information Branch at **504-255-5230**. Direct questions about this procedure to the Directives and Analysis Branch at **504-255-5322**.

Software Installation

The individual designated by the agency to have Access Level 3 authority will install PC-TARE software following these instructions.

Preparing For Installation. The values for files and buffers must be set before running PC-TARE software. The value for files must be 65 or greater and the value for buffers should be set for individual PC's to ensure best performance. Refer to Steps 1 through 3 in the Manual Modifications to the Config.Sys File section for information about how to create or modify the Config.Sys file.

Note: The PC-TARE installation software can modify these files and save a backup copy of the previous file. This is discussed under **Installing Or Updating The Software**, [Step 7](#).

Individuals with Access Level 3 authority should contact their Information Resources Management (IRM) Specialist or Installation/Security Officer about modifying files and buffers when encountering installation problems or contact Information Center personnel at **504-255-5230**.

Step 1. Turn on your computer and monitor.

Step 2. Display the hard-disk drive prompt in accordance with instructions for your equipment.

For the purpose of this procedure, the hard-disk drive and its prompt are referred to as drive C and the C> prompt. (See [Figure 1](#).) If your hard drive is identified differently, use your hard-disk drive identifier in place of the C>.

The floppy-disk drive and its prompt are referred to as drive A and the A>. If your floppy drive is identified differently, use your floppy-disk drive identifier in place of the A>.

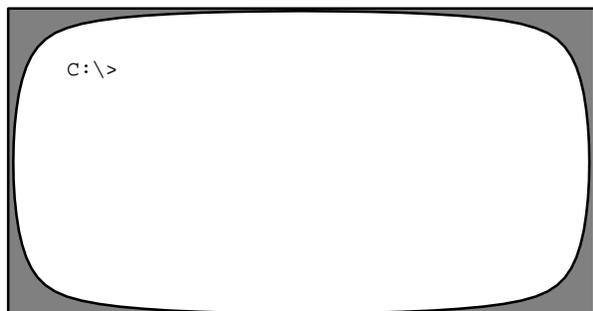


Figure 1. C> Screen

Installing Or Updating The Software. Follow the steps below to install or update the software.

Step 1. With the C> displayed, insert the PC-TARE diskette into your PC's floppy-disk drive (or external-disk).

Step 2. Key in **A:** at the C> and press [Enter]. The C> changes to the A>.

Step 3. To **install** the software, key in *install* at the A> and press [Enter].

Note: If your system is monochrome, key in *install* (space)-*m* and press [Enter].

The word *INSTALL* is displayed followed by the message *Getting Custom Information...One Moment, Please*. The Installation Main Menu (**Figure 2**) is displayed immediately following this message. The menu provides four installation options: **Install PC-TARE**, **Update PC-TARE**, **Get a New Copy of a File**, and **Finished**. As a selection is highlighted, a pop-up window is displayed describing the function. For example, when **Install PC-TARE** is highlighted, the message *Install Everything* is displayed.

Use the function keys displayed at the bottom of the screen as follows:

- To display information for assistance during installation, press [F1].
- To shell out to the operating system, press [F2]. The message *Do You Wish To Exit To The Operating System And Then Return? Press "Y" For Yes, "N" For No Or <Ctrl>X To Quit* is displayed. Key in **Y**. The operating system prompt is displayed. Key in **Exit** and press [Enter] to return to the Installation Main Menu.
- To display a summary of your system, press [F3]. You are now ready to **install PC-TARE** (first installation) (**Step 4**) or **update** (subsequent installations) (**Step 5**).

Caution: The install option overwrites existing T&A data in your files. Therefore, if you want to retain T&A data keyed into an earlier version of the software, use the update option. When the software is upgraded and a new version is provided to you, discard the outdated diskette and put the new one in a safe place for future use. **NFC does not support prior versions of the software.**

Step 4. For a first-time installation, at the Main Menu with **Install PC-TARE** highlighted, press [Enter]. The message *Select A Drive For Installation. You'll Need XXXXXX Bytes Of Available Space For Fixed Drive Installation. Press The Letter For The Drive Of Your Choice Or Use The Arrow Keys, Then Press <Enter>* is displayed with **C: a local fixed drive (XXXXXXXX bytes available)** highlighted (**Figure 3**). Press [Enter] to select drive C or move the cursor to another drive and press [Enter].

Payroll/Personnel Manual Time And Attendance Remote Entry

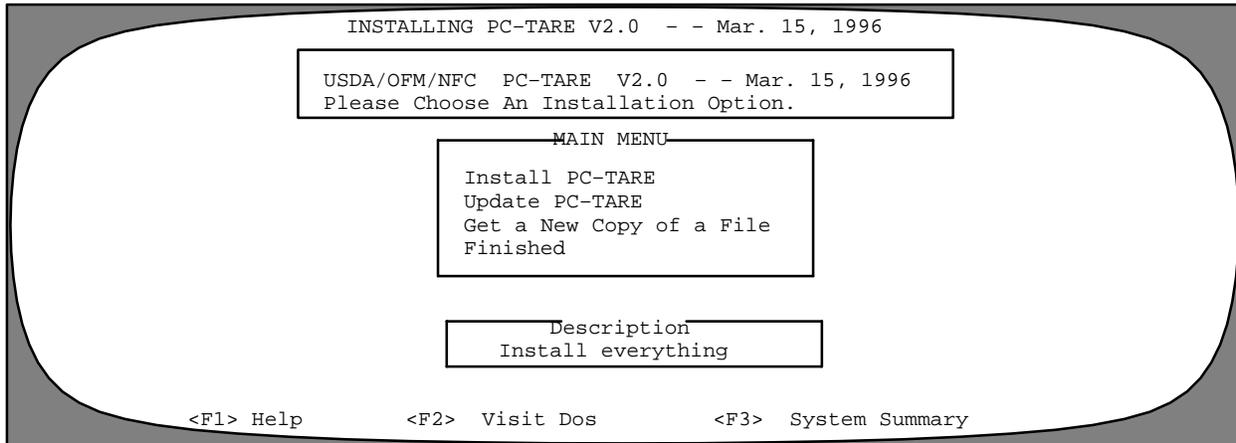


Figure 2. Installation Main Menu

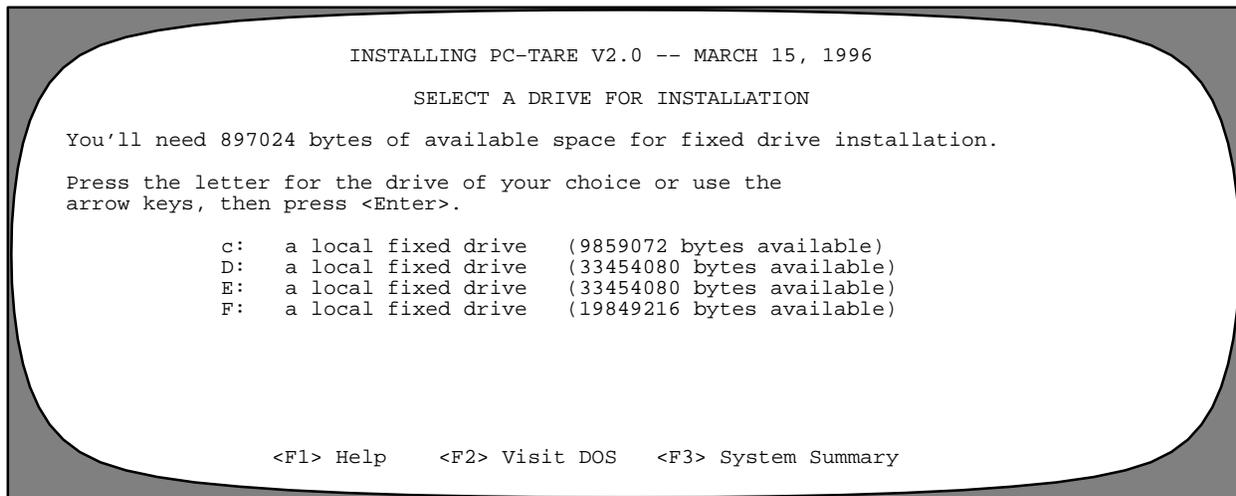


Figure 3. Select A Drive For Installation Screen

If you selected drive C, the message *Please Choose Your Installation Directory (Use A Fixed Drive). You'll need XXXXXX Bytes Of Available Space For Fixed Drive Installation* is displayed with **C:\TARE** highlighted. Press [Enter].

The Installing Files and Progress Indicator screen (Figure 4) is displayed with the files that are being loaded onto your hard drive flashing on the screen. When the files are completely loaded, the file loader and the program indicator are completely filled. The Destination for TARE.BAT screen (Figure 5) is displayed with **C:** highlighted. Press [Enter]. The Installation Main Menu is automatically displayed. Go to [Step 7](#) to finish installation.

Step 5. To **update** the software, at the Installation Main Menu, move the cursor to **Update PC-TARE**. The description *Partial Installation – System Already Exists* is displayed. Press [Enter]. The Installing files and Progress Indicator Screen (Figure 4) is displayed with the files that are being loaded onto your hard drive flashing on the screen. When the files are completely loaded, the file loader and the progress indicator are completely filled. The Extended Memory screen is (Figure 6). If you have equipment that allows you to use extended memory, key in **Y**. If not, key in **N**. The Destination for TARE.BAT screen (Figure 6) is displayed with **C:** highlighted. Press [Enter]. The Installation Main Menu is automatically displayed. Go to [Step 7](#) to finish installation.

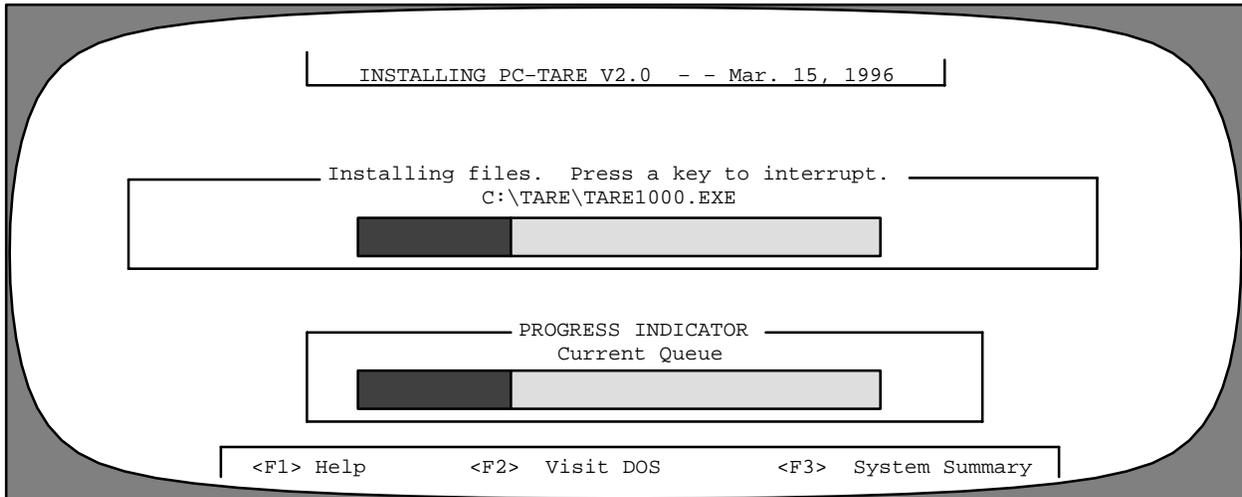


Figure 4. Installing Files And Progress Indicator Screen

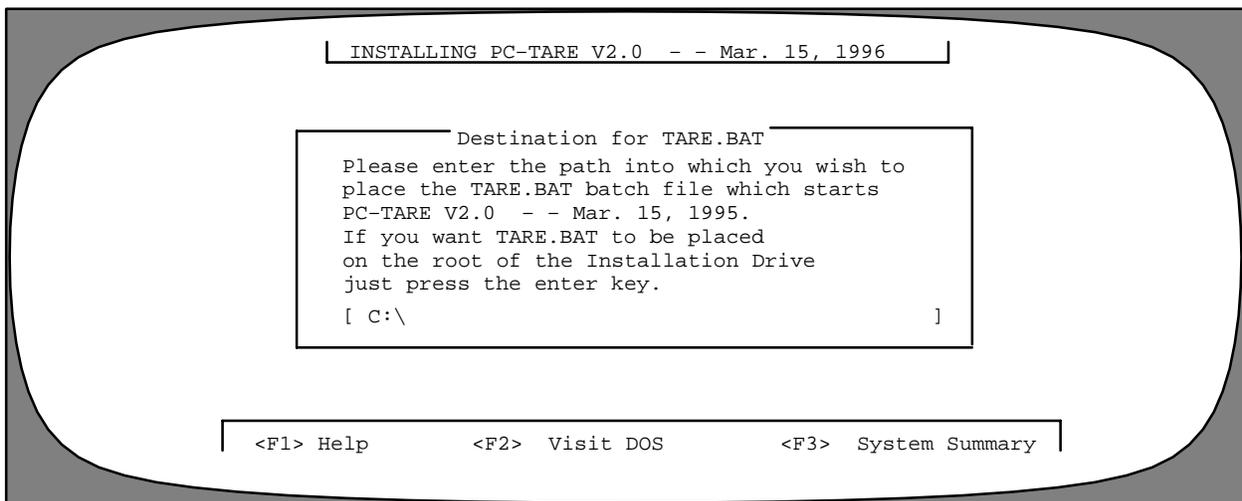


Figure 5. Destination For TARE.BAT Screen

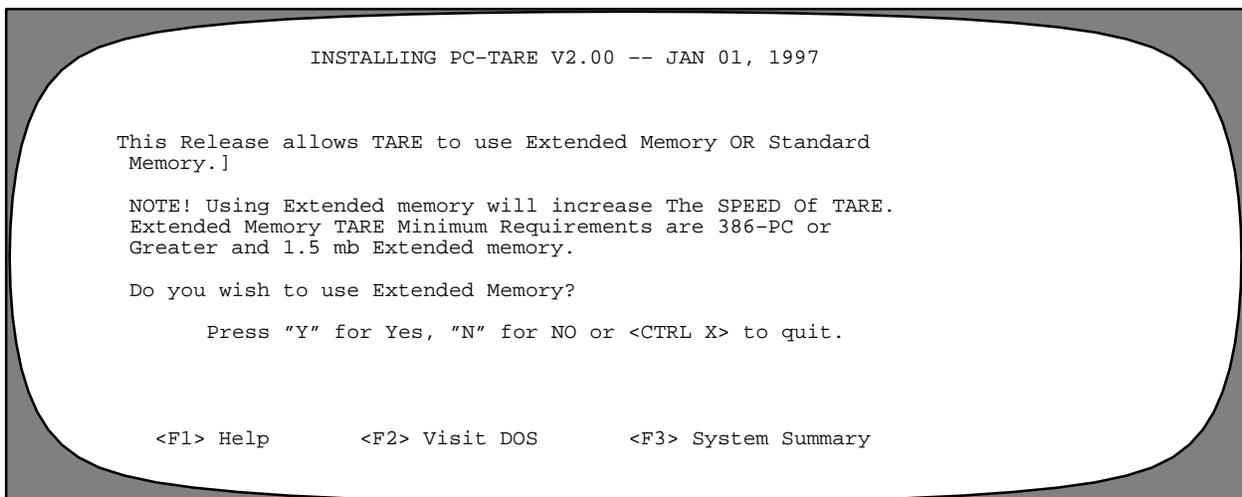


Figure 6. Extended Memory Screen

Step 6. To get a new copy of a file, at the Installation Main Menu, move the cursor to **Get a New Copy of a File**. The description *Get a replacement copy of a file is displayed. Press [Enter]. The message *Getting A Single File. Please Enter The Name Of The File You Need A New Copy Of Or Leave Blank To Exit* is displayed. Press [Enter]. The Installation Main Menu is automatically displayed. Go to [Step 7](#) to finish installation.*

Step 7. To finish the installation process, at the Installation Main Menu, move the cursor to **Finished**. The description *Exit This Installer And Return To The Operating System* is displayed. Press [Enter]. The How Shall We Handle It? screen ([Figure 7](#)) is displayed with three options. These options are: **Go ahead and modify**, **Create example files**, and **Bypass these changes**.

Instructions follow for using these options:

- To have the system modify your files, move the cursor to **Go ahead and modify** and press [Enter]. The message *Please Indicate Your Computer's True Boot Drive. This Drive's Root Directory Should Contain The AUTOEXEC.BAT and CONFIG.SYS Files, If Any* is displayed with [C] as the default. Press [Enter] to select C or key in your computer's true boot drive if other than C. Press [Enter].

The default path to be used for the Autoexec.Bat file is displayed. Press [Enter]. If you want to use another path, enter it at this point and press [Enter].

The default path to be used for the Config.Sys file is displayed. Press [Enter]. If you want to use another path, enter it at this point and press [Enter]. The message *USDA/NFC - PC-TARE V2.0 - XX XX, 1996 - For Authorized Use Only!* is displayed. Press any key to continue. The message *Please Remember To Reboot Your*

Computer. Press A Key To Continue is displayed. Press any key to continue.

You have finished installing the PC-TARE software and the A> is displayed. (See [Figure 8](#)). Go to [Step 8](#).

- To make your own modification(s), move the cursor to **Create example files** and press [Enter]. The message *Please Indicate Your Computer's True Boot Drive. This Drive's Root Directory Should Contain The AUTOEXEC.BAT and CONFIG.SYS Files, If Any* is displayed with [C] as the default. Press [Enter] to select C or key in your computer's true boot drive if other than C. Press [Enter].

An example of the path to be used for the Autoexec.Bat file is displayed. Press [Enter].

An example of the path to be used for the Config.Sys file is displayed. Press [Enter].

□ If the modifications are necessary, the message *One Moment Please* is displayed. A screen showing an example of the file(s) which requires modifications is displayed immediately following this message. Press [Enter]. Information about the new or updated software is displayed. Press any key to continue. The message *Please Remember To Reboot Your Computer. Press A Key To Continue* is displayed. Press any key to continue. The A> is displayed.

At the A>, return to your root directory to examine the example file(s) which require modifications. You must modify your file(s) to match these values.

Note: If you do not modify your files to match these values, you will not be able to access PC-TARE.

After modifying your files, reboot your computer for the changes to take effect. Go to [Step 8](#) and begin at the C>.

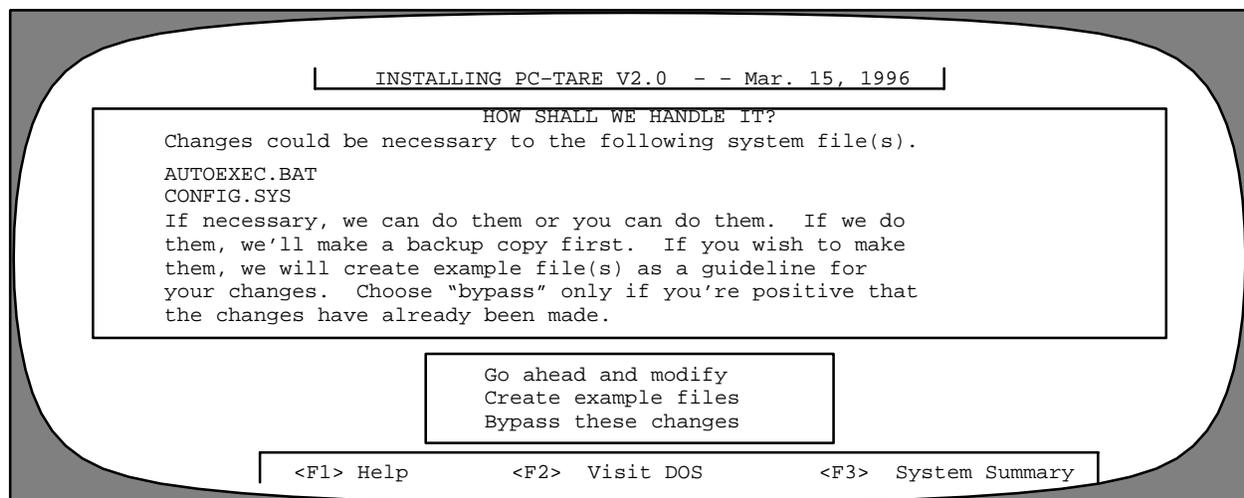


Figure 7. How Shall We Handle It Screen

□ If no modifications are necessary, the message *No Changes Were Necessary To Autoexec.Bat Or Config.Sys* is displayed. Press [Enter]. The message *USDA/NFC – PC-TARE V2.00 — XX XX, 1996 – For Authorized Use Only!* is displayed. Press any key to continue.

You have finished installing the PC-TARE software and the A> is displayed. (See [Figure 8.](#)) Go to [Step 8.](#)

To bypass these changes, move the cursor to **Bypass these changes** and press [Enter]. The message *No Changes Were Necessary To Autoexec.Bat Or Config.Sys...Press A Key To Continue* is displayed. Press [Enter]. The message *USDA/NFC – PC-TARE V2.00 — XX XX, 1996 – For Authorized Use Only!* is displayed. Press any key to continue.

You have finished installing the PC-TARE software and the A> is displayed. (See [Figure 8.](#)) Go to [Step 8.](#)

Step 8. The installation process is completed. The process you just completed creates a subdirectory on the fixed disk named TARE, and copies the contents of the diskette into that subdirectory.

After you finish installing or updating the software, the A> is displayed. (See [Figure 8.](#)) At the A>, key in C: to change the source drive. Press [Enter].

Note: If your file(s) has been modified, reboot the computer and reaccess the C>.

At the C>, key in **TARE** and press [Enter]. The message *C:\>Echo Off* is displayed. The NFC banner screen ([Figure 10](#)) is displayed momentarily, then the PC-TARE banner screen ([Figure 11](#)) is displayed.

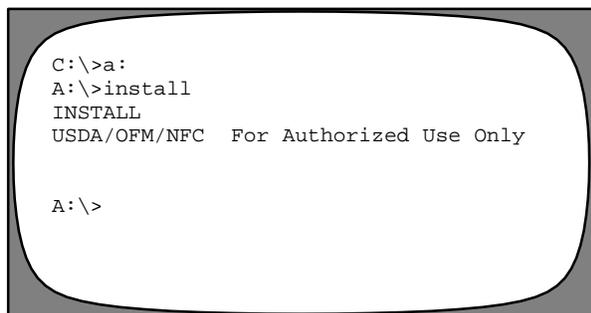


Figure 8. A> Screen (After Installation)

Manual Modifications to the Config.Sys File. Follow the following steps to modify the Config.Sys file:

Step 1. Check the root directory for a file named Config.Sys. At the C>, key in **Type Config.Sys** and press [Enter].

□ If the message *File Not Found* is displayed, you may allow the installation procedure to create the file with appropriate entries or go to [Step 4.](#)

□ If the Config.Sys file ([Figure 9](#)) is displayed, go to [Step 5](#) **Note:** Figure 8 is an example only. Files and buffers statements are the primary elements that need to be verified.

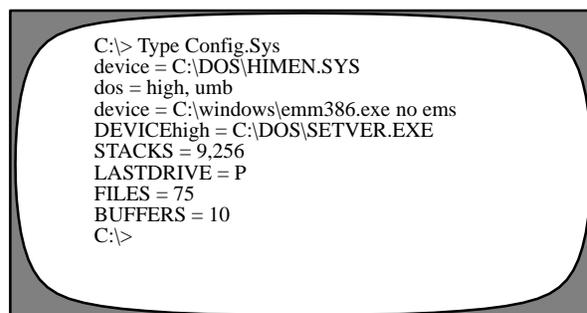


Figure 9. Config.Sys File

Step 2. To create the Config.Sys file without the PC-TARE software assistance, use any text editor.

Note: For information about text editors, see your DOS Manual.

Step 3. At the Config.Sys file display, determine the following:

□ If the value for Files = is equal to or greater than 100, go to **Installing Or Updating The Software, Step 1.**

□ If the Config.Sys file does not include the Files = statement, go to [Step 4](#) above, to create the file. If the file exists but the value for Files = is less than 65, modify the file with the assistance of the PC-TARE software discussed under **Installing Or Updating The Software, Step 7.**

(reserved)

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

PC-TARE access security is designed to provide levels of software functionality for authorized users. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

To sign on after PC-TARE is installed on your PC:

1. Display the C> prompt on your PC.

2. Key in *TARE*.

3. The NFC banner screen (**Figure 10**) is displayed momentarily, then the PC-TARE banner screen (**Figure 11**) is displayed.

4. Respond to the prompts as follows:

1 **User ID.** Key in your PC-TARE user ID (e.g., *NF999*) and press [Enter].

2 **Password.** Key in your PC-TARE password. (Your password is not displayed on the screen.)

5. Press [Enter]. The message *Opening TAREXXX.DBF* is displayed.

6. The PC-TARE main menu (**Figure 13**) is displayed.

Instructions for using the PC-TARE main menu begin on page 21.

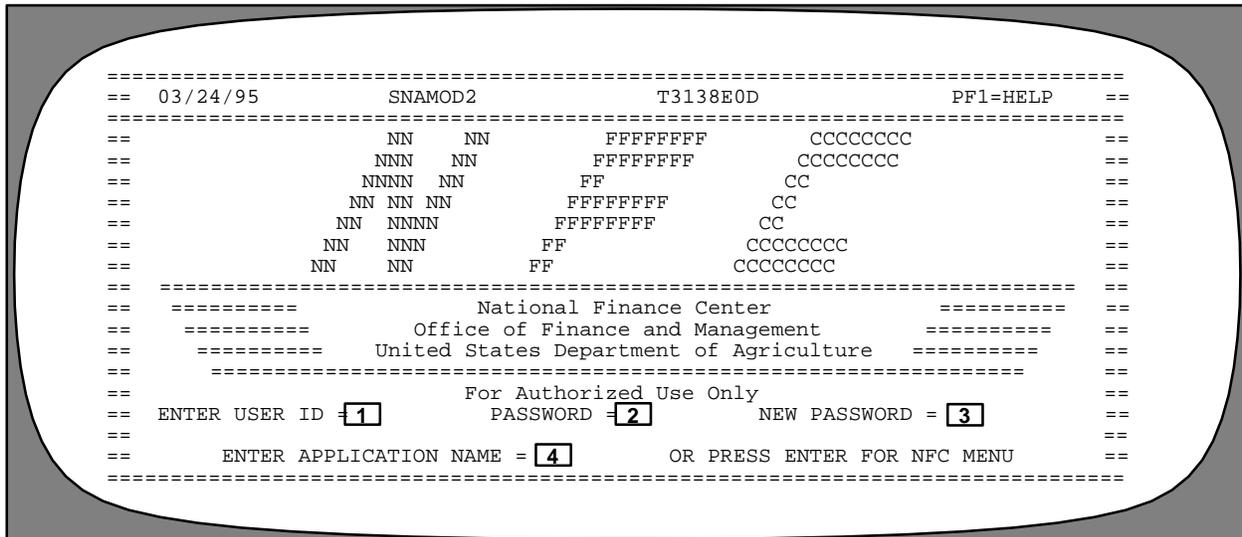


Figure 10. NFC Banner Screen

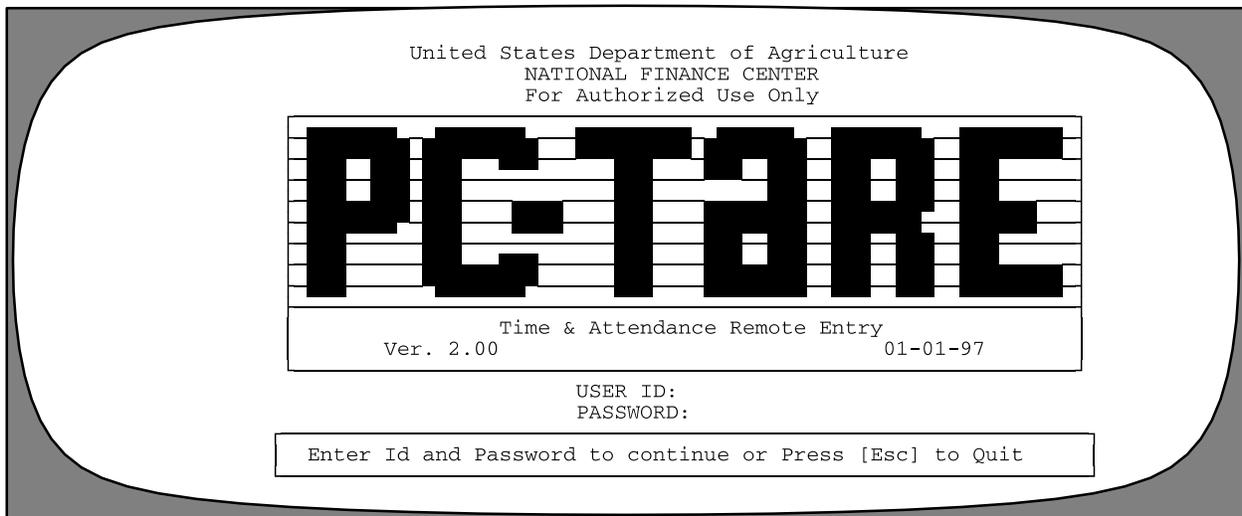


Figure 11. PC-TARE Banner Screen

Payroll/Personnel Manual Time And Attendance Remote Entry

Sign-Off

exit?...Ok Cancel is displayed with *Ok* highlighted (Figure 12).

To exit from any screen in PC-TARE:

1. Press [Esc] until the message *Are you sure you want to*

2. To exit the program, press [Enter].

3. To remain in the program, move to the Cancel prompt and press [Enter].

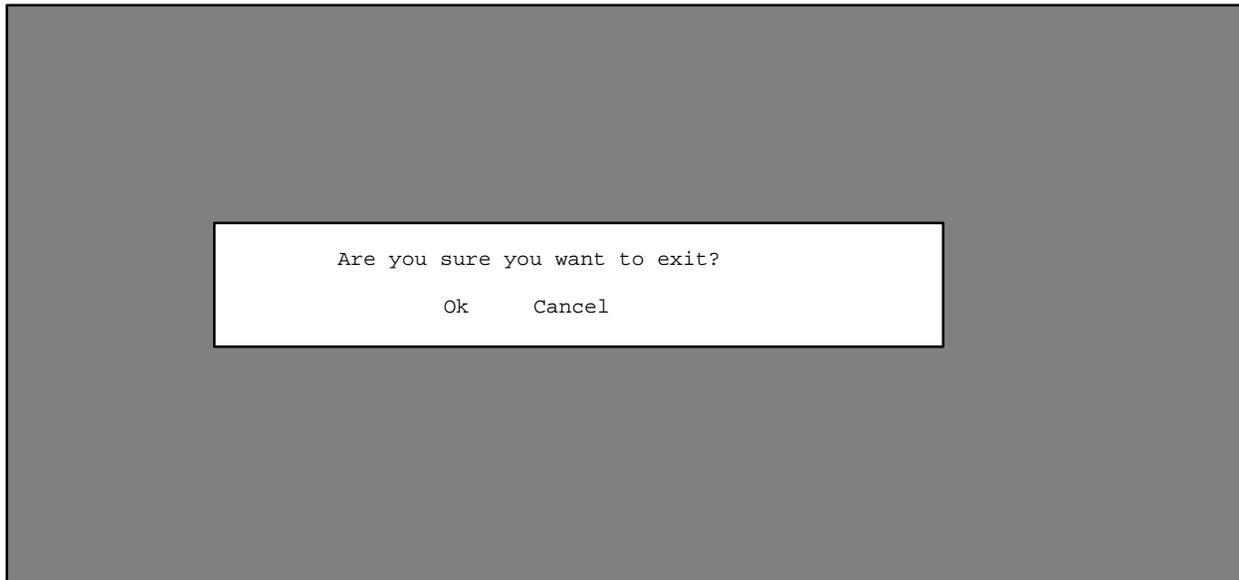


Figure 12. Exit PC-TARE Screen

Operating Features

This section describes the system's design and operating features. The following are special features of PC-TARE.

Help. PC-TARE has a **Help** feature that provides tutorial information at the stroke of a key [F1]. When the help feature is used, pop-up windows that provide help text are displayed. **Note:** This help feature is available for most fields.

Note: The point and shoot feature is available for many fields in the PC-TARE program.

Option Selection. The options available depend on the access level of the user. After you access PC-TARE, the PC-TARE main menu screen is displayed showing the main menu bar with available options. Menu options may be accessed either by moving to the appropriate option with the arrow keys or by keying in the first letter of the option needed.

Pop-Up Screen. This feature provides users with the capability to look at a list of valid choices for a given field. When a selection is made for which the pop-up feature is available, a pop-up window is displayed with a list of valid choices.

Pull-Down Screen. This feature provides users with a list of available options. For example, when you select Tables from the main menu bar, the Tables screen is displayed with a pull-down list of the PC-TARE tables.

System Edits

As you enter data, PC-TARE edits certain data elements to ensure accuracy. If an error occurs, an error message is displayed in a pop-up window. The user can then make corrections before creating the transmit file.

Navigation Through The PC-TARE Menus

PC-TARE provides several methods to navigate through the menu bars. To transfer from one option to another, follow one of the methods below:

- Move the cursor with the left and right arrow keys to highlight an option and press [Enter].
- Click on an option with the mouse.
- Key in the first letter of the option.

Function Keys

Your keyboard includes:

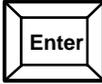
- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Ins], etc.)

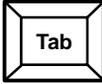
Point and Shoot. This feature provides users with the capability to look at a list of valid choices for a given field and to select the appropriate choice and bring it back to the field. Through a technique known as *point and shoot*, users view the choices, *point* to the appropriate one, and *shoot* it back to the field. This feature makes reference materials available at the stroke of a key.

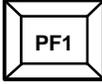
For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in PC-TARE are displayed at the bottom of each screen. Descriptions are provided below:

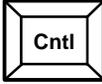
Key Functions

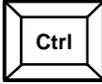
 Used to **enter** (i.e., send to the system) the keyed-in data or used to move to the **next field**.

 Used to move to the **next field**.

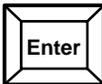
 Used to display **help text**. **Note:** If help is available for a particular screen, the help text is displayed in a pop-up window.

 Used to edit an accounting code from the Accounting Windows screen only when displayed due to an invalid entry.

 + **W** is used to save and return to the applicable menu bar.

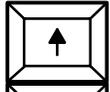
 + **P** is used to print a screen from the T&A Data menu bar.

 Used to delete T&A, employee, line item, and leave records.

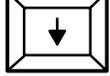
 Used to add an additional TC line.

Payroll/Personnel Manual Time And Attendance Remote Entry

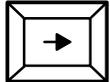
Key Functions



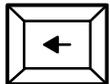
Used to move the cursor to the previous field.



Used to move the cursor to the next field.



Used to move the cursor to the next position within a field.



Used to move the cursor to the previous position within a field.

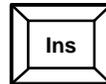
Space Bar Used to generate a check in fields with check boxes requiring Yes (Y) or No (N) responses. The check indicates a Y response.



Used to move to the menu bar from TcItem, to move to TcItem from Leave, or return to the menu bar from Leave.



Used to move to TcItem from the menu bar, to move to Leave from TcItem, or move to Leave from the menu bar.



To add another TC line.

Grey Plus Used to add an accounting code entered on the T&A data record to the Accounting Table. This is done only when the Accounting Windows screen is displayed due to an invalid entry. **Note:** You must have an access level of 2 or 3 to do this.

Data Entry
(Access Level 1)

(Access Level 1 allows the user to add, browse, edit, find, print, sort, and query T&A and employee data, create a transmission file of T&A records, reindex and back up files, and browse, find, print, sort, and query tables.)

PC-TARE Main Menu (*Access Level 1*)

After you access PC-TARE, the PC-TARE main menu (**Figure 13**) is displayed showing the main menu bar with six options.

Below is a brief description of each option.

- 1. Records.** Used to view, add, modify, or print T&A or employee data.
- 2. Print.** Used to print T&A data.
- 3. Xmit.** Used to transmit T&A data.
- 4. Tables.** Used to view or print data from the tables maintained in PC-TARE.

5 Utilities. Used to reindex files and back up files to floppy.

To display a help screen for an option, move to the option and press [F1]. The Help screen (**Figure 14**) is displayed. To return to the previous PC-TARE screen, press [Esc].

To select an option from the PC-TARE main menu, move to the applicable option and press [Enter].

The screen for the selected option is displayed.

Instructions follow for selecting and using the system options.

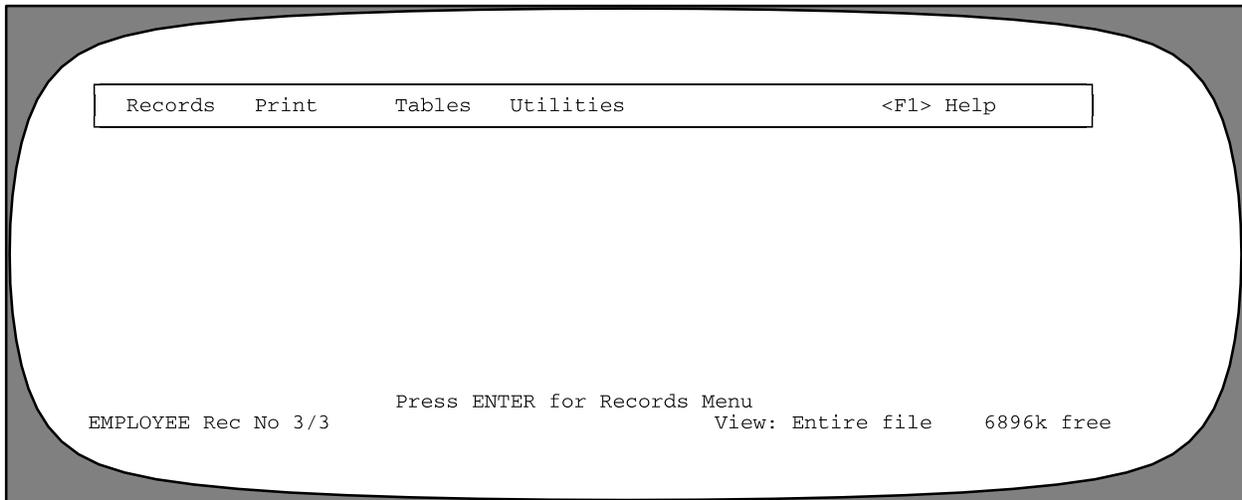


Figure 13. PC-TARE Main Menu

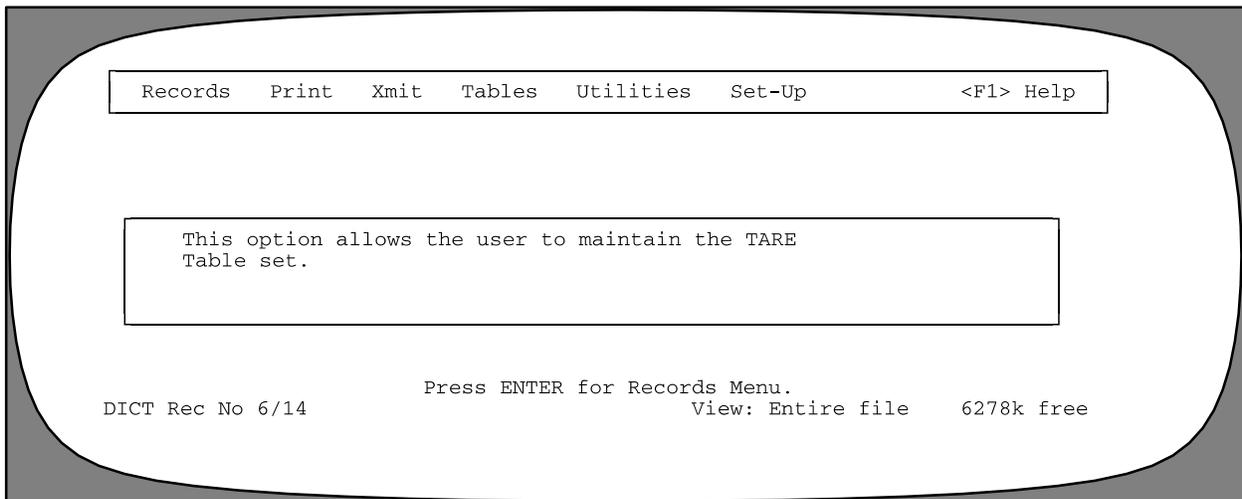


Figure 14. PC-TARE Main Menu Help Screen

Records

Records is the first option on the main menu bar (Figure 13). This option is used to view, add, or modify T&A and employee data.

To select this option, with the cursor on Records at the main menu bar, press [Enter]. The Records menu is displayed with 2 options (Figure 15).

T&A Data

T&A Data is the first option on the Records menu. This option is used to enter, view, modify, locate, print, and update T&A data. To select this option, press [Enter]. The T&A Data screen (Figure 16) is displayed with a menu bar at the top of the screen. Listed on the menu bar are several functions.

Below is a brief description of each function:

1. Change PP #. Used to roll a set of T&A's to the new pay period. This option makes copies of the old T&A's and rolls them to the new pay period.

2. TcItems. Used to key in the transaction code, hours, and accounting data on an employee's T&A.

3. Header. Used to add, view, or change data needed to process a T&A.

4. Leave. Used to enter T&A leave and special amounts.

5. Update. Used to update the T&A for transmission after all entries have been made.

6. Browse. Used to locate and view existing T&A records.

7. Find. Used to locate and view an existing T&A record.

8. Sort. Used to set the T&A index order.

9. Opts. Used to add, query, and print.

10. Zoom. Used to access employee data and all tables without leaving the T&A record.

The following are instructions for using these functions.

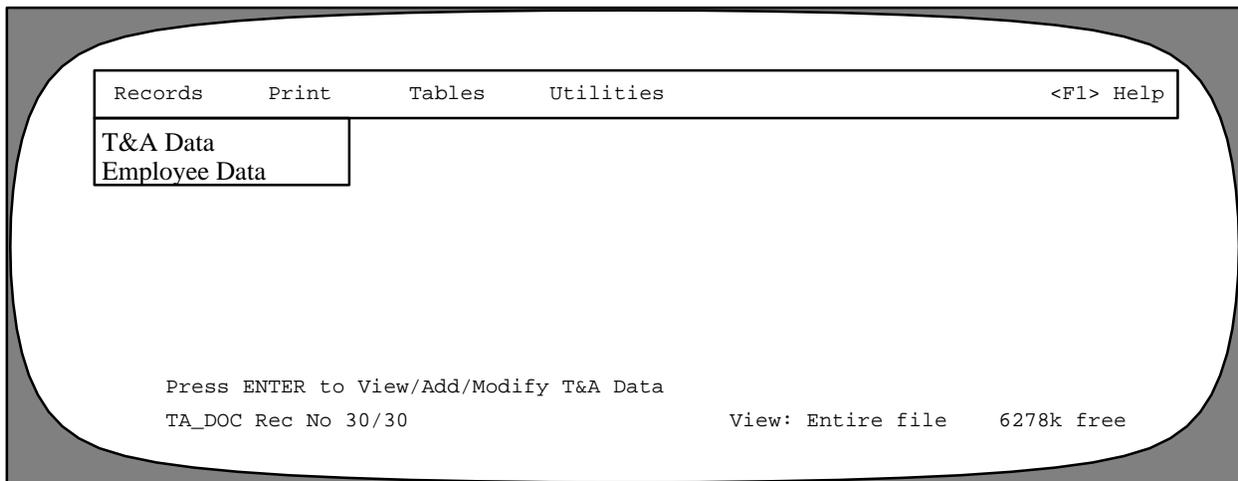


Figure 15. Records Menu

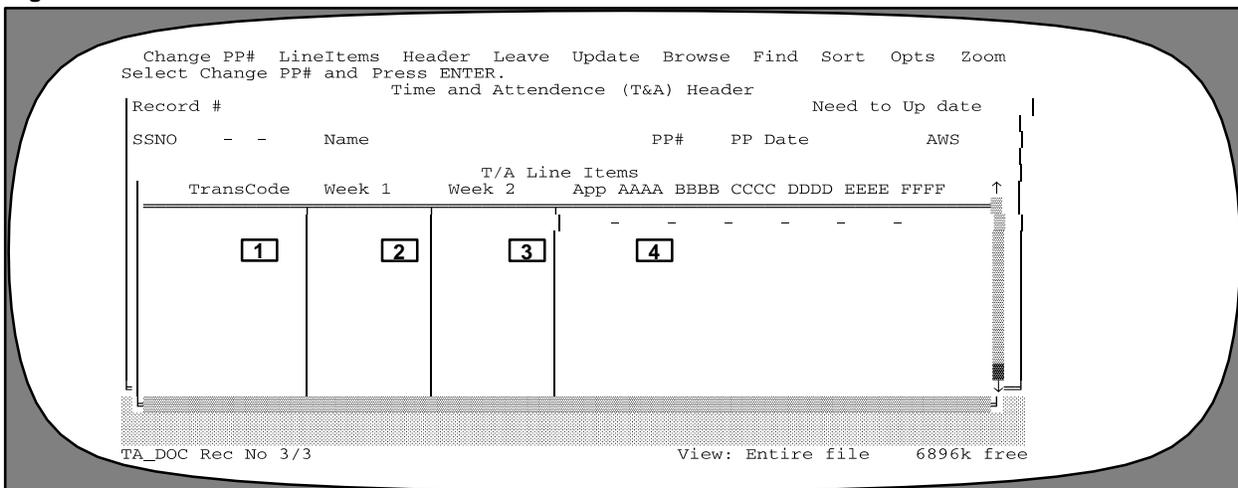


Figure 16. T&A Data Screen

Changing A Pay Period #. This function will roll all T&A's that were processed the previous pay period for the current timekeeper. At the T&A Data screen, with the cursor positioned on the Change Pay Period # function, press [Enter]. The message *Pick a Pay Period for the new T&A's* is displayed. Press [Enter]. A list of pay periods and corresponding start dates is displayed (Figure 17). Move the cursor with the up or down arrow keys to the applicable pay period number and press [Enter]. The pay period selected will be used on T&A's being prepared. To return to the T&A Data screen, press [Esc]. If the pay period number for a specific T&A is other than the rolled pay period number, it must be changed on the Add function of the Opts menu.

Modifying TcItems. At the T&A Data screen (Figure 16), use the up or down arrow keys to locate the T&A to be modified. Select TcItems from the menu bar and press [Enter]. The line items portion of the T&A is highlighted.

Complete the fields as follows:

1 Transaction Code (required, numeric field; 5 positions). This code is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. This field contains 3 parts; the TC, the prefix, and the suffix. Key in the 2-digit TC and press [Enter]. The cursor is positioned in the prefix portion of the TC. Key in the 2-digit prefix, if applicable, and press [Enter]. The cursor is positioned in the suffix position of the TC. Key in the 1-digit suffix, if applicable, and press the right arrow key.

2 Week 1 (First Week Hours and Fractions) (required, Hours – numeric field; max. of 4 positions,

Fractions – numeric field; 2 positions). This field is used to record hours in pay status and monetary amounts for allowances, differentials, and deductions and hours in nonpay status for the first week of the pay period. Key in the number of whole hours in the first 4 positions. If fractions must be recorded, key in “.” (period), and one of the following entries in the last 2 positions:

- Blank** = No Fraction
- 25** or **1**=1/4 hour
- 50** or **2**=1/2 hour
- 75** or **3**=3/4 hour

3 Week 2 (Second Week Hours and Fractions) (required, Hours – numeric field; max. of 4 positions, *Fractions – numeric field; 2 positions*). This field is used to record hours in pay status and monetary amounts for allowances, differentials, deductions, and hours in non-pay status for the second week of the pay period. Key in the number of whole hours in the first 4 positions. If fractions must be recorded, key in “.” (period), and one of the following entries in the last 2 positions:

- Blank** = No Fraction
- 25** or **1**=1/4 hour
- 50** or **2**=1/2 hour
- 75** or **3**=3/4 hour

4 Accounting (conditional, numeric field; 27 positions). This code is used to disburse and charge the employee's pay and related expenditures to the proper accounting records. Enter the applicable code and press [Enter]. To duplicate the accounting code entry from the previous line in its entirety, press the / (slash) key. **Note:** Do not enter data in this field if a 2 is entered in the Acct Code field on the T&A Header screen.

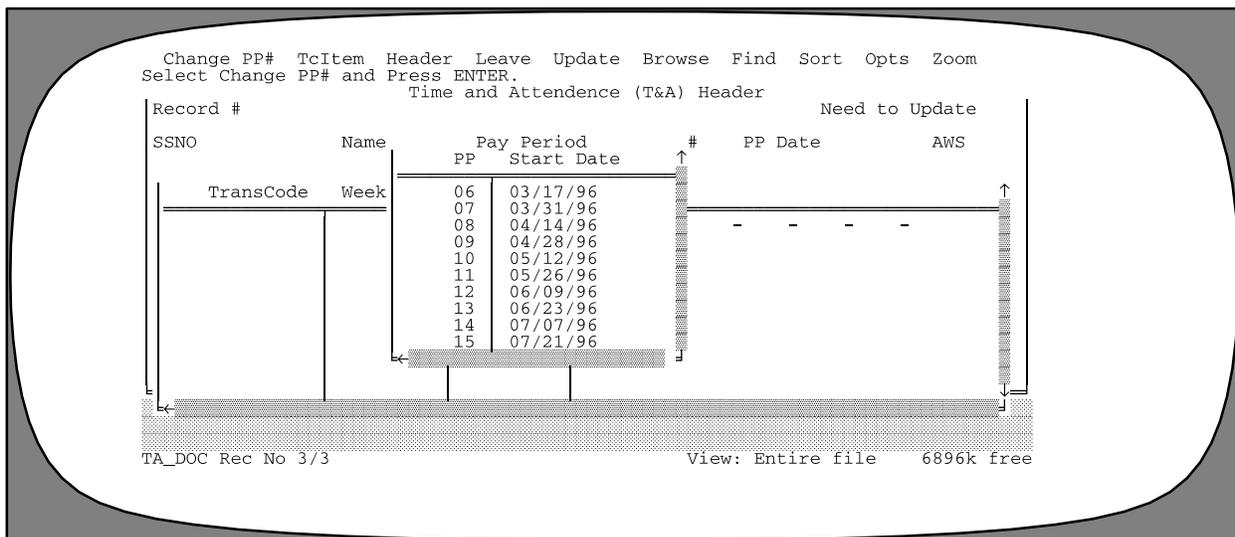


Figure 17. Change Pay Period # Screen

Payroll/Personnel Manual Time And Attendance Remote Entry

If an accounting classification code is entered and is not in the Accounting Table, the list of codes maintained in the Accounting is displayed. This indicates that the accounting classification code entered is invalid. Follow one of the instructions listed below:

- To replace the invalid entry with any of the accounting classification codes listed. Move to the appropriate code and press [Enter].
- To edit a code listed on the table by pressing the [PF2] key.
- To add the code entered on the T&A, press the [Grey Plus] key.
- To delete a code on the table, press the [Del] key.

Note: The above instructions are only valid when an invalid entry is keyed in and the accounting codes listing is displayed. You must have an access leave of 2 or 3 to do this.

If the accounting table is left blank, there will be no validation of the accounting codes entered on the T&A data record. All accounting codes entered will be accepted.

- To add another TC line, press the Insert key. At any point during data entry, press [Ctrl] + [W] to end and save the data. To remove the TC line, press [Del].
- To delete a T&A entry line, press the [Del] key on that line.

Modifying A Header. At the T&A Data screen, move the cursor to Header and press [Enter]. The Time and Attendance (T&A) Header screen is displayed (**Figure 18**).

Complete the fields as follows:

1 Record No. This field is system generated from PC-TARE.

2 SSNO. This field is system generated from the entry made in the Employee Data record.

3 Name. This field is system generated from the entry made in the Employee Data record.

4 PP #. This field is system generated from the entry selected in the Change PP # function.

5 PP Date. This date corresponds with the beginning date of the pay period number and is system generated from the entry selected in the Change PP # function.

6 AWS (required, numeric field; 1 position). Press the space bar. A pop-up window is displayed with the following alternate work schedule codes. Move the cursor to select one and press [Enter].

| AWS Code | Definition |
|--------------|--------------------------------------------------------------------------------------------------|
| <i>Blank</i> | Normal Schedule |
| 3 | 4/10 (Four 10 hour workdays per workweek) |
| 5 | 9/9 Hrs. + 1/8 Hrs. (eight 9-hour days and one 8-hour day) – 5/4/9 |
| 7 | Variable Day in 40 (flexitour, flexitour with credit hours, gliding work schedule, variable day) |
| 8 | Variable Week in 80 (maxiflex, variable week) |
| 9 | Reset to normal |

7 Split (conditional, alpha field; 1 position). An entry in this field will create a split T&A. If a split T&A is needed, either key in **Y** or press the space bar and press [Enter]. A check will be inserted in the block. The question *Do you really want to split this T&A?* is displayed. The cursor is positioned on *Ok*. Press [Enter]. The T&A has been separated into 2 halves. If a split T&A is not needed, press [Enter] to advance to the next field.

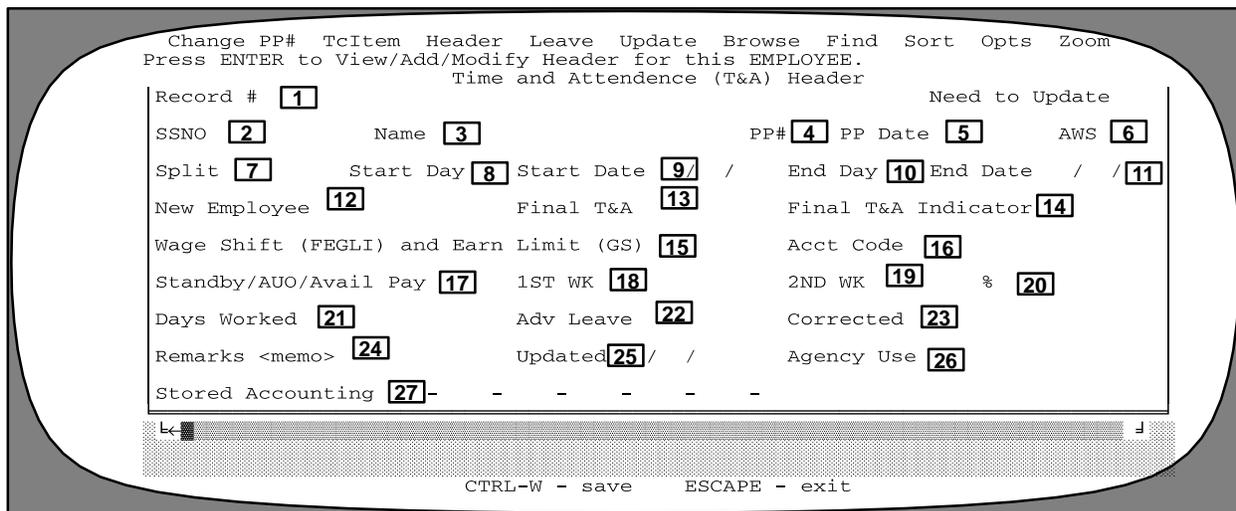


Figure 18. T&A Header Screen

8 Start Day (*conditional, numeric field; 2 positions*). Valid values are **01–14**. A pay period begins on Sunday, continues for 14 days, and ends on the second Saturday of the 2-week period. The days of the pay period are numbered consecutively with **01** representing the first Sunday of the pay period, **02** representing the first Monday, and so on, with **14** representing the last Saturday of the 2-week period. Key in the applicable entry and press [Enter]. An entry in this field system generates the corresponding date in the Start Date field.

9 Start Date (*conditional, numeric field; 6 positions*). Enter the appropriate month, day, and year and press [Enter]. An entry in this field system generates the corresponding day in the Start Day field.

10 End Day (*conditional, numeric field; 2 positions*). Valid values are **01–14**. A pay period begins on Sunday, continues for 14 days, and ends on the second Saturday of the 2-week period. The days of the pay period are numbered consecutively with **01** representing the first Sunday of the pay period, **02** representing the first Monday, and so on, with **14** representing the last Saturday of the 2-week period. Key in the applicable entry and press [Enter]. An entry in this field system generates the corresponding date in the End Date field.

11 End Date (*conditional, numeric field; 6 positions*). Enter the appropriate month, day, and year and press [Enter]. An entry in this field system generates the corresponding day in the End Day field.

12 New Employee (*conditional, alpha field; 1 position*). Key in **Y** to indicate if this is a new employee and press [Enter]. A check will be inserted in this block. If this is not a new employee, press [Enter] to advance to the next field.

13 Final T&A (*conditional, alpha field; 1 position*). A pop-up window is displayed with the following options. Select one and press [Enter].

Code Definition

Blank Not Final T&A for this Employee
1 Final T&A for this Employee

Note: There are nine options available for entry in this field for Department of Justice employees.

14 Final T&A Indicator. This field is system generated based upon the entry made in the Final T&A field.

15 Wage Shift (FEGLI) and Earn Limit (GS). The data in this field is used by the system to either (1) calculate the annual FEGLI coverage amount for Federal Wage System employees based on the shift of the pay period worked or (2) code the system for GS employees who exceed earnings limitations in a pay period as result

of emergency work performed. Key in one of the following and press [Enter].

Code (WG)

Blank Compute the annual FEGLI coverage amount based on the first shift rate
2 Compute the annual FEGLI coverage amount based on the second shift rate
3 Compute the annual FEGLI coverage amount based on the third shift rate
4 Compute the annual FEGLI coverage amount based on a varied shift rate

Code (GS)

Blank Normal T&A
4 GS—Exceeds biweekly earnings limitation

16 Acct Code. Press the space bar. A pop-up window is displayed with the following options. Move the cursor to select one and press [Enter].

Code

Blank Accounting on each line
1 Store accounting on first line
2 Use stored accounting

17 Standby/AUO/Avail Pay (*conditional, alpha field; 1 position*). Either key in **Y** or press the space bar to indicate if the employee is to receive standby, administratively uncontrollable overtime, or availability pay and press [Enter]. The system distinguishes the 3 based on personnel action coding. A check will be inserted in this block. If the employee is not entitled to this differential, press [Enter] to advance to the next field.

18 1st Wk (*conditional, numeric field; 2 positions*). Key in **01** through **40** to indicate the number of standby/AUO availability pay hours authorized for the first week of the pay period and press [Enter].

19 2nd Wk (*conditional, numeric field; 2 positions*). Key in **01** through **40** to indicate the number of standby/AUO, or availability pay hours authorized for the second week of the pay period and press [Enter].

20 % (Percent) (*conditional, numeric field; 2 positions*). Valid values are **05, 07, 10, 12, 15, 17, 20, 22,** or **25**. Key in the percentage of pay differential entitlement that will be used to compute the employee's pay for Standby/AUO, or availability pay worked.

Note: If the entitlement results in a fractional percentage (17 1/2, 22 1/2, etc.) because of Sunday work, do not enter the fraction. The differential pay will automatically be computed at the fractional rate when processed.

21 Days Worked (*conditional, numeric field; 2 positions*). Key in the number of days the employee was in pay status.

Payroll/Personnel Manual Time And Attendance Remote Entry

22 Adv Leave. Press the space bar. A pop-up window is displayed with the following codes. Move the cursor to select one and press [Enter].

| Code | Definition |
|--------------|----------------------------------------------|
| <i>Blank</i> | No advance leave |
| <i>1</i> | annual leave |
| <i>2</i> | sick leave |
| <i>3</i> | Both A/L (annual leave) and S/L (sick leave) |

23 Corrected (*conditional, alpha field; 1 position*). This field is system generated through PC-TARE if the T&A prepared is a corrected T&A. A check will be inserted in this field.

24 Remarks (*optional, alphanumeric field; unlimited*). This field is used to enter data relating to the T&A. There is no limitation for the number of characters entered, however, only the first 23 characters can be transmitted to NFC. After entry is completed, press [Ctrl] + [W] and then the right arrow key to advance to the next field. If you are not making entries in this field, press [Esc] to advance to the next field.

25 Updated (*required, numeric field; 6 positions*). This field is system generated and reflects the date that the T&A is updated.

26 Agency Use. This field is reserved for agency use. Press the space bar. A pop-up window is displayed with the following options. Move the cursor to select one and press [Enter].

| Code | Definition |
|-----------|-------------------------------------------------|
| <i>FT</i> | Full time-Tour change |
| <i>PT</i> | Part time-Tour change |
| <i>IN</i> | Intermittent-Tour change |
| <i>CO</i> | Collaborators-Record overtime hours only |
| <i>FC</i> | Fire Chief-Biweekly duty hours greater than 80 |
| <i>FF</i> | Firefighter-Biweekly duty hours greater than 80 |

Tour Change on the T&A. A Change in type of employment/tour of duty can be accomplished without processing a personnel action provided **the special employee code in the data base allows a tour change to be processed on the T&A. Before changing an employee's tour of duty, contact your personnel office to confirm that this option is approved for use by your agency.**

To change an employee's type of employment or tour of duty, Field 5 (Type of Employment) and Field 14 (NFC Use Only) must be completed.

Key in *I* next to the type of employment code (Field 5) to which the employee is changing (e.g., from FT to PT). The system prompts you for other fields that may need modification based on the tour change.

Other fields may need modification based on the tour change.

Key in the type of employment code to which the employee is changed (i.e., *IN*, *PT*, or *FT*) in Field 14, NFC Use Only. Data is generated in the AUO 1 and AUO 2 fields according to the type of employment code entered; as listed below:

| Code | AUO1 | AUO2 |
|-----------|------|---------------------------|
| <i>IN</i> | 50 | 0 |
| <i>PT</i> | 51 | Duty hours per pay period |
| <i>FT</i> | 52 | 80 |

The AUO percentage field is always blank.

27 Stored Accounting. This field is system generated from the accounting data stored on the T&A.

After all entries are made, press [Enter]. The message *Write the changes to disk? Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. This record has been added to the PC-TARE file. At any point during data entry, press [Ctrl] + [W] to end and save the data.

Modifying A Leave Record. At the T&A Data screen, move the cursor to Leave and press [Enter]. The T&A Leave and Special Amounts Screen is displayed (**Figure 19**). This data is generated from the employee's leave category and usage. This option is used to add, modify, and view leave balances.

Complete the fields as follows:

1 Type. Press the [Insert] key to add a leave type. The message *Add a new record? Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. The message *Pick a leave type to add to this T&A* is displayed. Press [Enter]. The Leave Description Window is displayed (**Figure 20**). Use the arrow key and move to the appropriate leave description and press [Enter]. The leave description will be inserted in this field. Move to the Forward field with the right arrow key. To remove a leave type, move the cursor to Type and press the [Del] key.

2 Forward. (*required, Hours – numeric field; max. of 4 positions, Fractions – numeric field; 2 positions*). Key in the number of whole hours in the first 4 positions. If fractions must be recorded, key in “.” (period), and one of the following entries in the last 2 positions.

| Code | Definition |
|--------------|-------------|
| <i>Blank</i> | No Fraction |
| <i>25</i> | 1/4 hour |
| <i>50</i> | 1/2 hour |
| <i>75</i> | 3/4 hour |

3 Accrue. This field is system generated.

4 Used. This field is system generated.

5 Bal. This field is system generated.

Payroll/Personnel Manual Time And Attendance Remote Entry

Updating A T&A Record. At the T&A Data screen, move the cursor to Update and press [Enter]. If no error conditions exist on the T&A, the updating process is performed and the check is removed from the Need to Update block. If any error conditions do exist, an error message will be displayed. The error must be corrected before the T&A can be successfully updated.

Browsing A T&A Record. At the T&A Data screen, move the cursor to Browse and press [Enter]. A pop-up window listing all T&A's in the file is displayed. To view a record, use the arrow keys to move to the record needed and press [Enter]. The T&A record is displayed. You may view this record or modify it by selecting one of the T&A Data menu options. **Note:** If a T&A record has been prepared for transmission, the word "history" will display at the top of the record.

Finding A T&A Record. At the T&A Data screen, move the cursor to Find and press [Enter]. **Note:** This option is helpful when dealing with very lengthy tables. The Find menu is displayed with 4 options (Figure 21). Move the cursor to your selection and press [Enter]. Key in the required data and press [Enter]. The selected record is displayed. You may view the record or modify it by selecting one of the T&A Data menu options.

Sorting T&A Records. At the T&A Data screen, move the cursor to Sort and press [Enter]. The Sort menu is displayed with 3 options (Figure 22).

Move the cursor to your selection and press [Enter]. The file is sorted to your specifications.

Accessing T&A Record Options. At the T&A Data screen, move the cursor to Opts and press [Enter]. The Opts menu is displayed with 6 options (Figure 23). With the arrow keys, move to the appropriate option, and press [Enter].

Below is a brief description of each function:

Add. Used to add a T&A record for an employee who did not have a T&A transmitted in the previous pay period.

Query. Used to select records to view or print that meet certain specified criteria.

Print. Used to print T&A's.

Xmit. Used to prepare a transmission disk.

Adding One T&A Record. This function is used to add one record. For example, an intermittent whose T&A has not been updated for several pay periods and must have one processed for the current pay period. At the Pay Period screen, move to the applicable pay period and pay period date with the arrow keys and press [Enter].

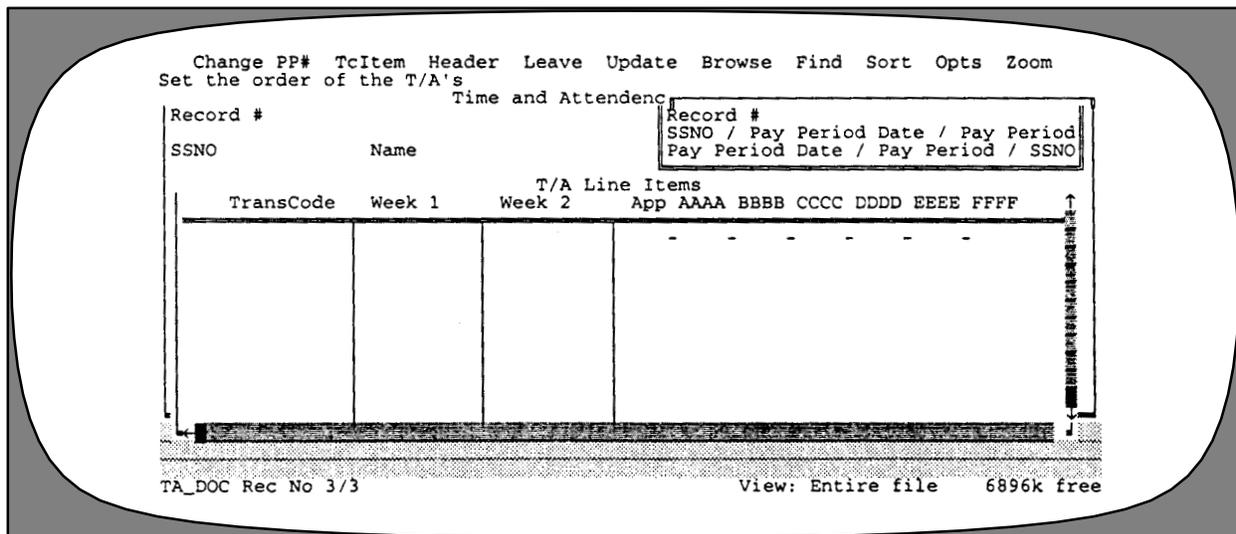


Figure 22. T&A Sort Menu

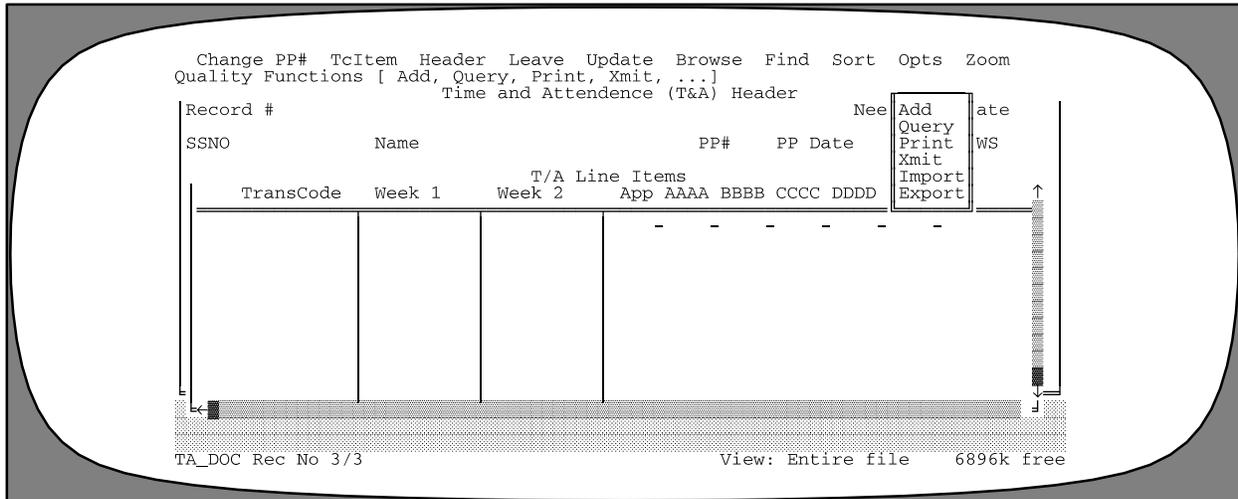


Figure 23. T&A Opts Menu

Creating A Query. This option is used to select records to view or print that meet certain specified criteria. The Query menu is displayed (Figure 24). On this menu are several options: Query Optimization is On, Create a New Query, Directly Edit Query, Modify the Current Query, Undo the Current Query, Read a Query From Disk, and Save the Current Query.

Below is a brief description of each option:

Query Optimization is On. Used to indicate that PC-TARE is building an index file of the query.

Create a New Query. Used to add a new query.

Directly Edit Query. Used to write a query statement using programming language. **Note:** You must know how to write in the Clipper language to edit hard-coded language.

Modify the Current Query. Used to add to the current query. An initial query must have been made before this option is activated.

Undo the Current Query. Used to erase the query from memory. An initial query must have been made before this option is activated.

Read a Query From Disk. Used to recall a query from a list of saved queries on your hard drive.

Save the Current Query. Used to name and save a query to the hard drive for future use. An initial query must have been made before this option is activated.

To create a new query, move the cursor to Create A New Query and press [Enter]. Select the criteria you want in the Field and Operator tables and key in a value or expression. When all the criteria is entered, move the cursor to Done and press [Enter]. A screen is displayed with 3 options: Execute the query now; Save the query, Do not execute; and Save and Execute the query. Move the cursor to the applicable option and press [Enter].

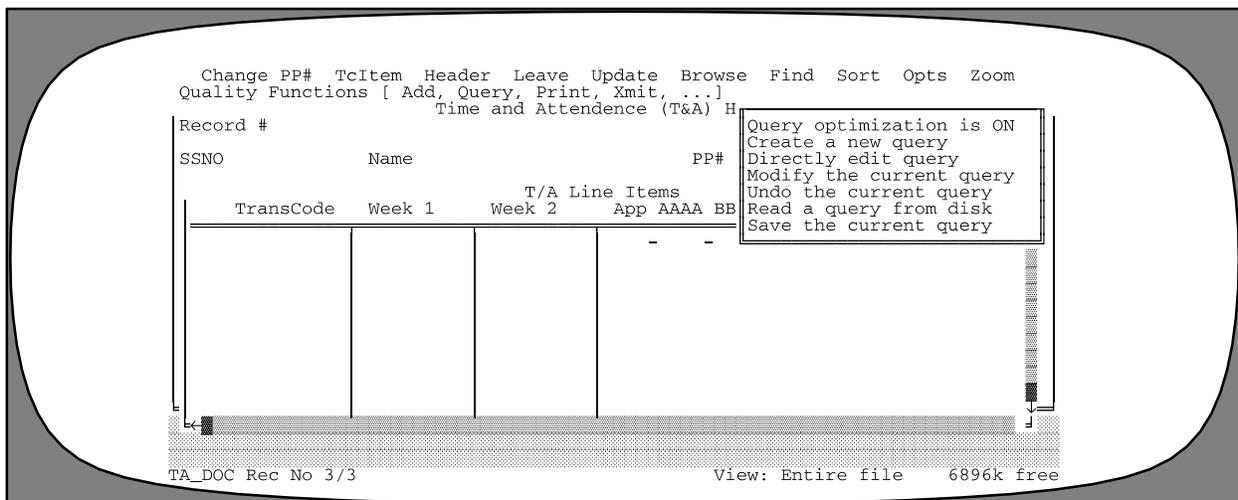


Figure 24. Query Menu

Printing T&A Records. There are 2 options available which can be used to print T&A's. You can use the option available at the Main Menu bar or the option available from the T&A Data menu bar (Opts). To print T&A's from the Opts menu, move the cursor to Print and press [Enter]. The Print menu is displayed with 2 options: Select T&A's to Print and Print Selected T&A's. To select specific T&A's from a file that you want to print, move the cursor to the Select T&A's To Print option and press [Enter]. The Print Selection Window is displayed with a list of all T&A's. Key in one of the following values in the Y/N field.

- Y** = To select T&A's to print.
- N** = To identify T&A's to not print.
- R** = To repeat the **Y** for the remaining T&A's or a group of T&A's. Key in **R** below the last **Y** entry.
- X** = To exclude the remaining T&A's or a group of T&A's from printing.

After all T&A's are selected, press [Enter]. The Print menu is displayed again. Move the cursor to the Print Selected T&A's option and press [Enter]. **Note:** If you choose Select T&A's to Xmit again, the T&A's you designated to transmit will be displayed. If you press [Esc], the T&A's you designated to transmit will be undone. The Reports On File screen is displayed (**Figure 25**). Move the cursor to either the AD-321 or text print format and press [Enter]. You must now choose one of the following:

Go. Used to execute printing directly to a printer.

Cancel. Used to stop the execution of the printing process.

Settings. Used to allow the user to specify report settings. After selecting Settings, the Report Manager screen is displayed. The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter]. **Note:** The program defaults to printer. Then, key in the number of copies to print, the page to begin printing, and the page to end printing. To exit this screen, either press [Enter] on each remaining field or Press [Ctrl] + [W]. You are returned to the Report Manager screen. Choose Go to execute printing.

Query. This option is not available.

You may also print the currently displayed T&A only. Move the cursor to Print Selected T&A's and press [Enter]. The Reports on File screen is displayed. You may now continue with the same instructions from this point as you do for selecting T&A's to print from a file.

Preparing A Transmission File. There are 2 options available which can be used to prepare a transmission file. You can use the option available at the Main Menu bar or the option available from the T&A Data menu bar (Opts). To prepare a transmission file from the Opts menu, move the cursor to Xmit and press [Enter]. The Xmit menu is displayed with 2 options: Select T&A's to Xmit (T&A's selected from the file of T&A's) and Xmit Selected T&A's (one

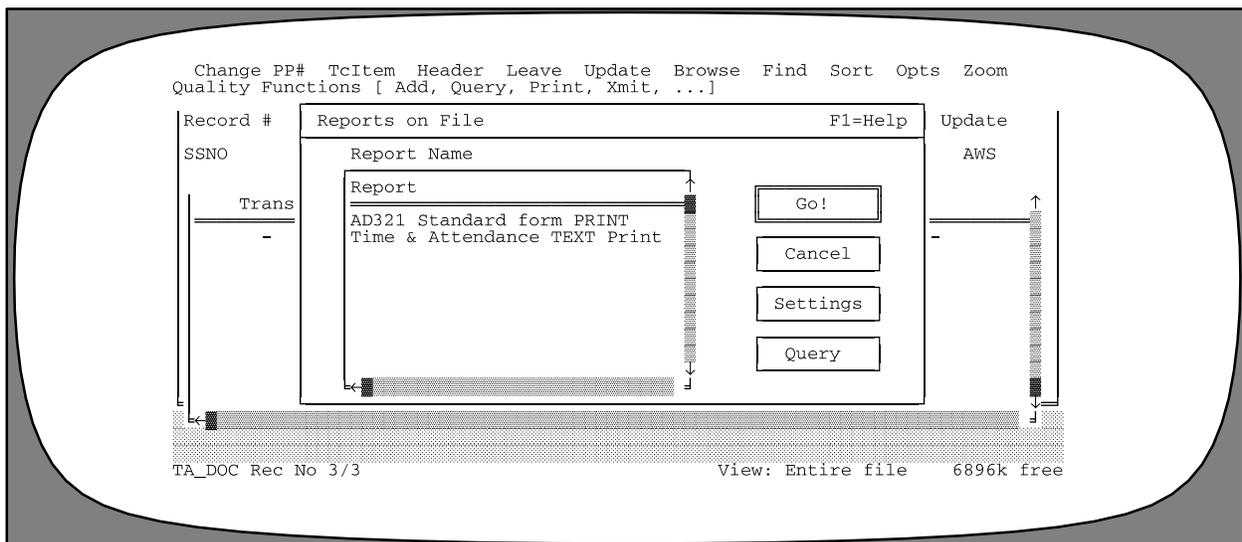


Figure 25. Reports On File Screen

T&A only) (**Figure 26**). To select T&A's for transmission from a file of T&A's, move the cursor to Select T&A's to Xmit and press [Enter]. The Transmit Selection Window is displayed with a list of all T&A's available for transmission. Key in one of the following values in the Y/N field:

- Y** = To select T&A's to print.
- N** = To identify T&A's to not print.
- R** = To repeat the **Y** for the remaining T&A's or a group of T&A's. Key in **R** below the last **Y** entry.
- X** = To exclude the remaining T&A's or a group of T&A's from printing.

Note: If you choose Select T&A's to Xmit again, the T&A's you designated to transmit will be displayed. If

you press [Esc], the T&A's you designated to transmit will be undone. After all T&A's are selected, press [Enter]. The Xmit menu is displayed again. Move the cursor to the Xmit Selected T&A's option and press [Enter]. The User Id & Password 4 TRANSMIT JCL screen (**Figure 27**) is displayed.

Complete the fields as follows:

- 1** **NFC User ID:** (required, alphanumeric field; 6 positions). Enter your NFC user Id. Press [Enter].
- 2** **Password:** (required, alphanumeric field; 8 positions). Enter your 6–8 digit password. Press [Enter].
- 3** **New Password:** (optional, alphanumeric field; 8 positions). When your password is expired, you must enter your 6–8 digit new password. Press [Enter].

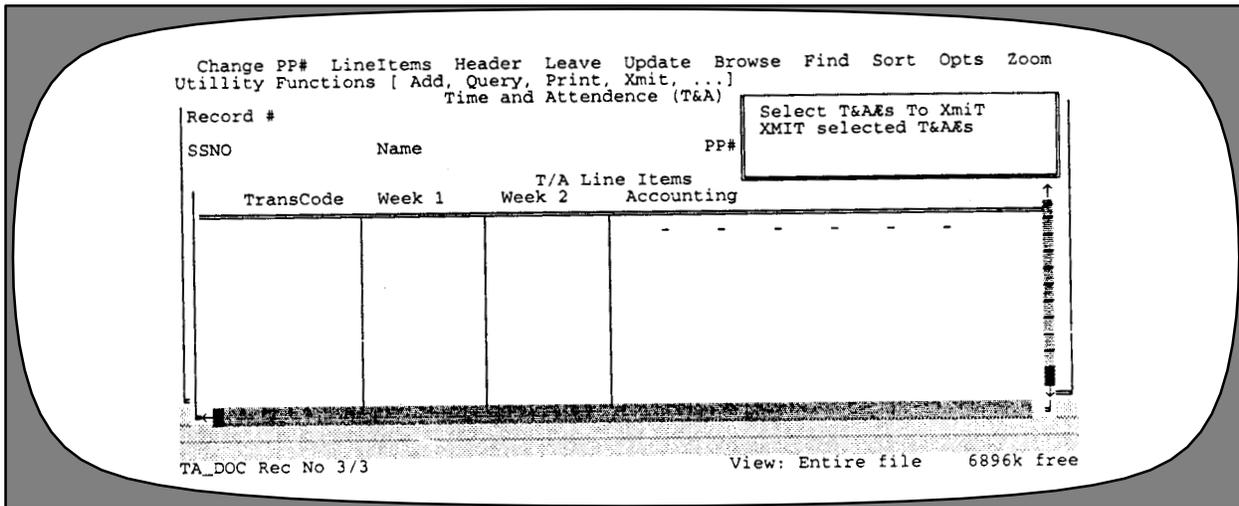


Figure 26. XMIT Selected T&A's Screen

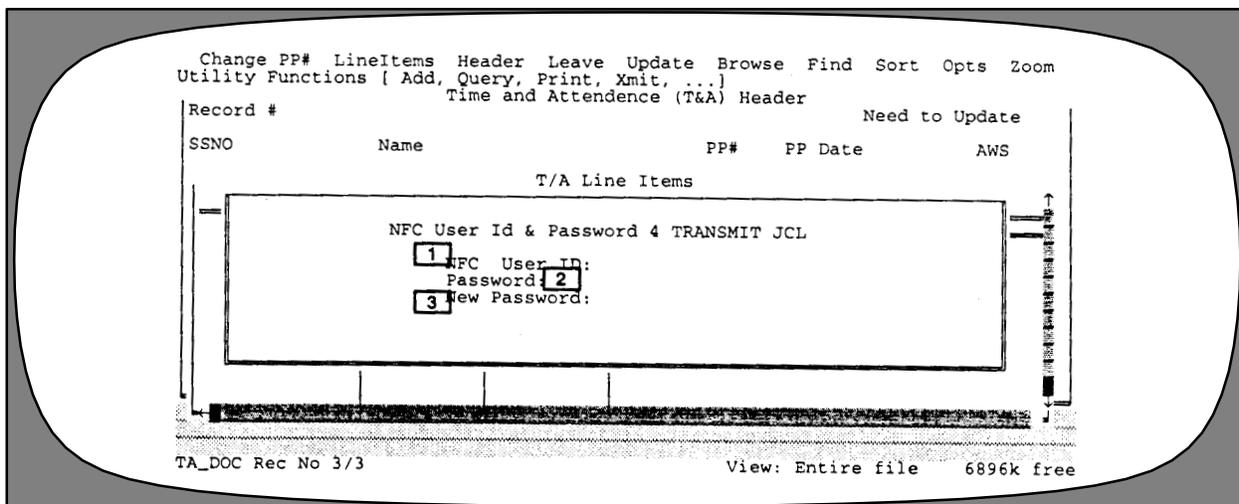


Figure 27. NFC User Id & Password 4 TRANSMIT JCL Screen

Payroll/Personnel Manual Time And Attendance Remote Entry

Note: The transmission User-ID and password must have been requested through ADP Policy and Control Staff at the NFC.

The message, *Accept NFC User-Id and Password? Yes No Cancel*, is displayed. Select *Yes* transmit. A message, *Drive, Path, and File Name for XMIT File?...*, is displayed. Insert XMIT disk in designated drive and press [Enter]. A message, *Building XMIT for xxx*, is displayed. This message indicates which T&A's are being transmitted and displays the employee's name and SSNO. Immediately after this message is displayed, another message, *Building of the XMIT File is complete — — There are x T&A's in the file*, is displayed. Press any key. Remove the diskette and press [Esc] to exit.

You may also Xmit the T&A you are currently on. Move the cursor to Xmit Selected T&A's and press [Enter]. The message, *You will only transmit the single T&A you are on. SELECT Xmit to transmit more than this one OR to continue, CANCEL to backup and reselect. Ok Cancel* is

displayed. Press *Ok* to Xmit the single T&A. The Xmit Selected T&A's Menu is displayed (**Figure 26**).

After the transmission file is created, the message *Building of the XMIT file is complete – There are X T&A's in the file*.

Note: Once a T&A has been transmitted, it cannot be edited. It can be retransmitted only if there are no changes. If changes must be made, a corrected T&A must be submitted.

Zooming. This option allows you to access the Employee Data screen and all tables screens without leaving the T&A record. At the T&A Header screen, move the cursor to Zoom and press [Enter]. The Zoom menu is displayed with a list of options (**Figure 28**). Move the cursor to the applicable option and press [Enter]. After changes are made, press [Esc] to return to the T&A Header screen.

For example, while entering data in TcItem, you would use the Zoom feature to verify an accounting code in Tables and return to the T&A without losing the record.

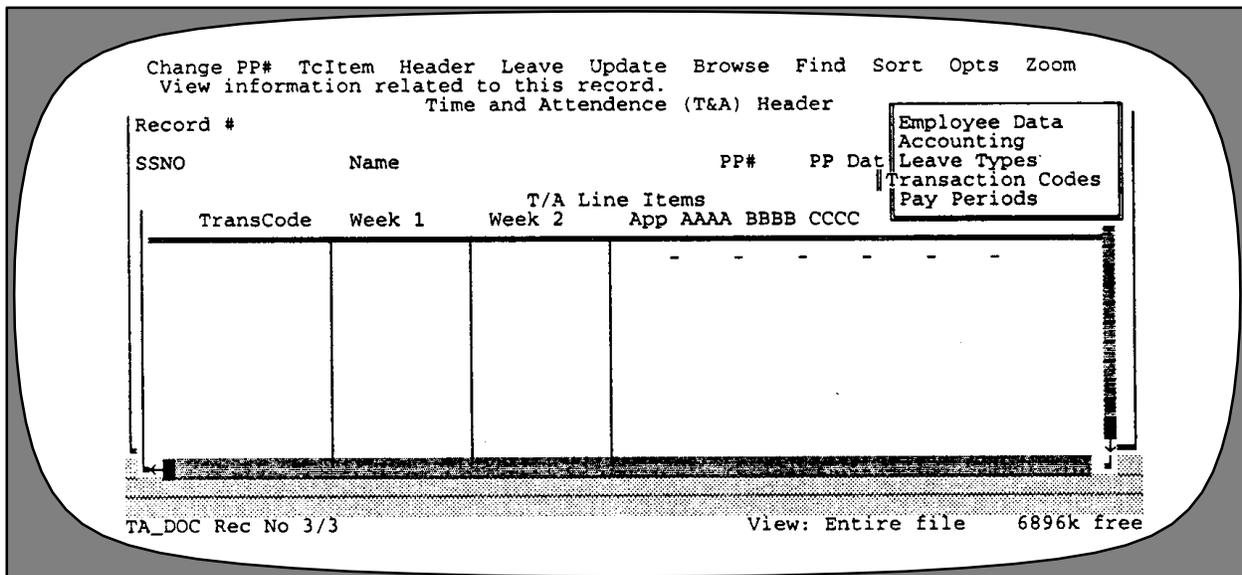


Figure 28. Zoom Menu

Preparation Of Corrected T&A's

Corrected T&A's may be processed up to 26 pay periods. The original T&A must be marked as transmitted on the Browse screen before a corrected T&A can be prepared.

To prepare a corrected T&A, select Records from the PC-TARE main menu. Select T&A Data from the pull-down menu. Select Browse from the T&A Data menu bar. Use the up and down arrow keys to locate the T&A to be corrected. Press [Enter]. Select Header from the T&A Data menu bar. The message, *This TA has been transmitted and cannot be edited. Would you like to copy this TA to a CORRECTED TA that you could then edit? Ok Cancel*, is displayed. The cursor is positioned on *Ok*. Press [Enter]. The T&A is copied and a check is inserted in the Corrected field, marking this record as a corrected T&A. Press [Esc]. Select TcItem from the T&A Data menu bar. Correct the necessary data. Select Update from the T&A Data menu bar.

Preparation Of Split T&A's

To prepare a split T&A, select Records from the PC-TARE main menu. Select T&A Data from the pull-down menu. Select Browse from the T&A Data menu bar. Use the arrow keys to locate the T&A to be split. To split the T&A, you must either key in *Y* or press the space bar in the Split field of the Header screen, and press [Enter]. A check will be inserted in this block. The question *Do you really want to split this T&A? Ok Cancel*, is displayed. The cursor is positioned on *Ok*. Press [Enter]. The T&A will be separated into 2 halves. The Start Day/End Day must be completed for a split T&A to indicate time and attendance reported before and after a status change. If a split T&A is not needed, press [Enter] to advance to the next field. Enter the start day for Page 2 of the split T&A and then [Ctrl] + [W] to save. A message, *Write the Changes to Disk OK Cancel*, is displayed. Press [Enter]. Use the up and down arrow keys to locate Page 1 of the split. Select Header from the T&A Data menu bar. Press [Enter]. Enter the End Day. Press [Ctrl] + [W] to save. A message, *Write the Changes to Disk OK Cancel*, is displayed. Press [Enter]. Select TcItem from the T&A Data menu bar. Key in any changes for Page 1 and remove entries that will be entered on Page 2. Press [Esc]. Use the up and down arrow keys to locate Page 2. Select TcItem

from the T&A Data menu bar. Press the [Ins] key to add a line. Enter the necessary data. Press [Ctrl] + [W] to save/update.

Note: If you inadvertently formatted a split T&A, just remove the check from the Split field by pressing the space bar. The message, *Do you really want to COL-LAPSE these T&A's into ONE? Ok Cancel*, is displayed. The cursor is positioned on *Ok*. Press [Enter]. The split T&A format will be collapsed into one T&A.

Deletion Of T&A Records

To delete a T&A record, select Records from the PC-TARE main menu. Select T&A Data from the pull-down menu. Use the up or down arrow keys to locate the T&A to be deleted. Press the [Del] key. The message, *Delete this record? Ok Cancel*, is displayed. The cursor is positioned on *Ok*. Press [Enter]. The T&A record is deleted.

Deletion Of Employee Records

All T&A records for an employee must be deleted before the employee data record can be deleted. After deleting the last T&A data record, select Zoom from the menu bar and press [Enter]. Press the [Del] key. The message, *Delete this record? Ok Cancel*, is displayed. The cursor is positioned on *Ok*. Press [Enter]. The employee record is deleted. **Note:** If you attempt to delete an employee record before all T&A data records are deleted, the message *Cannot delete till detail records are deleted Okay* is displayed.

After the employee record has been deleted, select Utilities from the PC-TARE main menu. Select Pack from the pull-down menu. A message, *Permanently Remove All Records marked For Deletion OK Cancel*, is displayed. Select OK. A message, *All Records Marked For Deletion Have Been Removed*, is displayed. Press [Enter]. The program will be reindexed before the Utilities pop-up menu is displayed.

Preparation Of Continued T&A's

When more than 13 lines of entry are completed, a continued T&A is system generated. There is no action needed by the timekeeper.

Payroll/Personnel Manual Time And Attendance Remote Entry

Employee Data

Employee Data is an option on the Records menu. This option is used to enter, view, modify, locate, and print employee data. Move the cursor to this option and press [Enter]. The Employee Data screen (Figure 29) is displayed with a menu bar at the top of the screen. Listed on the menu bar are several functions.

Below is a brief description of each function:

Add. Used to add employee data records to the PC-TARE file.

Browse. Used to view existing employee data records.

Edit. Used to modify existing employee data records.

Find. Used to locate an existing employee data record.

Print. Used to print employee data records.

Sort. Used to set the T&A index order.

Query. Used to select employee data records to view or print that meet certain specified criteria.

The following are instructions for using these functions:

Adding An Employee Data Record. At the Employee Data screen, with the cursor positioned on the Add function, press [Enter]. A blank Employee Data screen is displayed.

Complete the fields as follows:

1 Record #. System generated.

2 SSNO (required, numeric field; 9 digits). Key in the employee's social security number.

3 Name (Last) (required, alpha field; max. of 25 positions). Key in the employee's last name.

4 Name (First) (required, alpha field; max. of 15 positions). Key in the employee's first name.

5 Name (Middle) (required, alpha field; max. of 15 positions). Key in the employee's middle name.

6 Pay Plan (required, numeric field; 1 position). Key in *I*. A box containing 3 options is displayed. Move the cursor with the up and down arrow keys to select either *GS* (General Schedule), *WG* (Wage System), or *OT* (Other) and press [Enter].

7 Emp Type (required, numeric field; 1 position). Key in *I*. A box containing 5 options is displayed. Move the cursor with the up and down arrow keys to select either *FT* (full-time), *PT* (part-time), *INT* (Intermittent), *IN6* (Intermittent substitute for full-time employees), or *40* (First 40) and press [Enter].

8 Duty Hours (required, numeric field; hours – 3 positions, fractions – 2 positions). Complete this field for part-time employees only. The value must match the Duty Hours Per Pay Period field of the personnel action for part-time employees. Key in the duty hours per pay period for the employee. The value cannot exceed 79.3. The system generates 80 hours for a full-time employee, 112 hours for a fire chief, 144 hours for a firefighter, and 0 hours for an intermittent employee.

The screenshot shows a terminal window titled "Employee Data". At the top is a menu bar with options: Add, Browse, Edit, Find, Print, Sort, Query, Import, Xport. Below the menu bar is the instruction "Add a record to the file." The main area contains several input fields, each with a numbered callout box: 1 (Record #), 2 (SSNO), 3 (NAME (Last)), 4 (NAME (First)), 5 (NAME (Middle)), 6 (Pay Plan), 7 (Emp Type), 8 (Duty Hrs), 9 (Day Limitation or Int), 10 (Annl Leave Category), 11 (Annl Leave Ceiling), 12 (Sick Leave Category), 13 (Agency), 14 (State), 15 (Town), 16 (Unit), and 17 (Timekeeper). At the bottom of the screen, it displays "EMPLOYEE Rec No 3/3" and "View: Entire file 6896k free".

Figure 29. Employee Data Screen

9 Day Limitation or Int. (required, alpha field; 1 position). If the employee has an appointment with a day limitation or is an intermittent, either key in *Y* or press the space bar and press [Enter]. A check will be inserted in the block. If the employee does not have a day limitation or is not an intermittent, press [Enter]. to advance to the next field.

10 Annl Leave Category (required, numeric field; 1 position). Key in *I*. A box containing 4 options is displayed. Move the cursor with the arrow keys to select either *0*, *4*, *6*, or *8* to reflect the employee's leave hours earned each pay period and press [Enter].

11 Annl Leave Ceiling (required, numeric field; hours – max. of 4 positions, fractions – 2 positions). This field defaults to 240 hours. Exceptions are 432 for fire-fighters and 336 for fire chiefs.

12 Sick Leave Category (required, numeric field; 1 position). The system generates *4* in this field when an entry other than *0* is made in the Annual Leave Category. If *0* is entered in the annual leave category, enter *0* or *4* in this field.

13 Agency (required, alphanumeric field; 2 positions). Key in the employee's agency code.

14 State (required, numeric field; 2 positions). Key in the employee's state code.

15 Town (required, numeric field; 4 positions). Key in the employee's town code.

16 Unit (required, numeric field; 2 positions). Key in the employee's unit code.

17 Timekeeper (required, numeric field; 2 positions). This field is system generated by the information entered by the administrator when the access is set up.

After all entries are made, press [Enter]. The message *Add this record to the file? Ok Cancel* is displayed. The

cursor is positioned on *Ok*. Press [Enter]. The message *Pick the Pay Period for this employee's first T&A* is displayed. Press any key. A table of pay period numbers and pay period start dates is displayed. Move the cursor to the appropriate pay period and press [Enter]. This record has been added to the PC-TARE file. At any point during data entry, press [Ctrl] + [W] to end and save the data.

Browsing An Employee Data Record. At the Employee Data screen, move the cursor to Browse and press [Enter]. To view a record, use the arrow keys to move to the record needed and press [Enter]. The Employee Data record is displayed. You may view this record or modify it by selecting the Edit option on the Employee Data menu options. **Note:** If an employee data record has been prepared for transmission, the word "history" will display at the top of the record.

Editing An Employee Data Record. At the Employee Data screen, use the up and down arrow keys to locate the employee data record that needs to be modified. Select Edit from the menu bar and press [Enter]. To edit the employee data record, use the arrow keys to move to the applicable field and make the necessary change. After all changes are completed, press [Ctrl] + [W] to save the data.

Finding An Employee Data Record. At the Employee Data screen, move the cursor to Find and press [Enter]. The Find menu is displayed with three options: Employee, TA Doc, and Sys. **Note:** This option is helpful when dealing with very lengthy tables. The Find menu is displayed with 3 options (Figure 30). Move the cursor to your selection and press [Enter]. Key in the required data and press [Enter]. The selected record is displayed. You may view the record or modify it by selecting one of the Employee Data menu options.

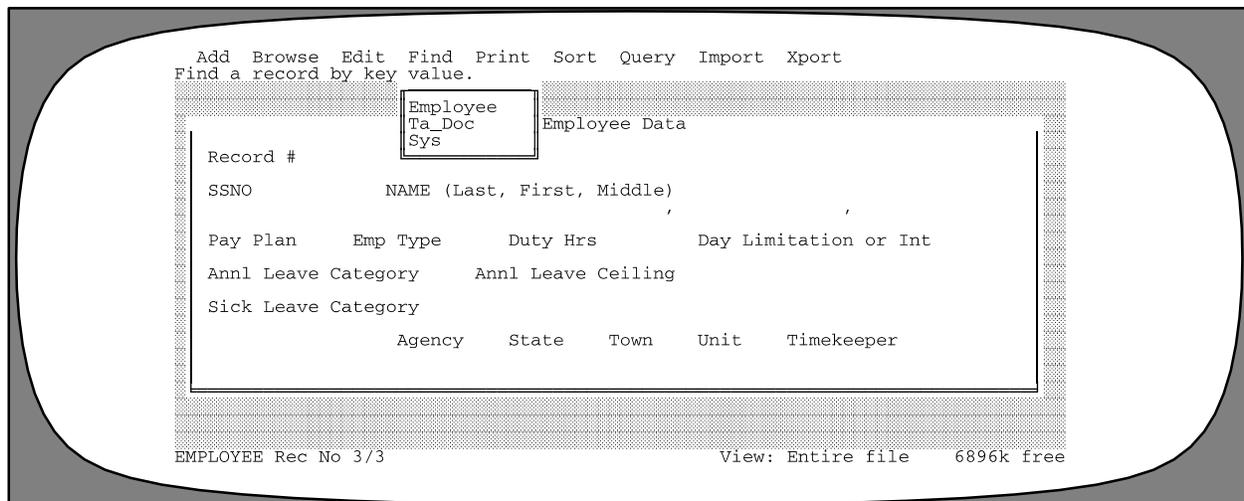


Figure 30. Employee Data Find Menu

Printing An Employee Data Record. This option is used to print employee data records. At the Employee Data screen, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Employee Listing. Press [Enter]. You must now choose one of the following:

Go. Used to execute printing directly to a printer.
Cancel. Used to stop the execution of the printing process.

Settings. Used to allow the user to specify report settings. After selecting Settings, the Report Manager screen is displayed. The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter].
Note: The program defaults to printer. Then, key in the number of copies to print, the page to begin printing, and the page to end printing.

Query. This option is not available.

Sorting Employee Data Records. At the Employee Data screen, move the cursor to Sort and press [Enter]. The Sort menu is displayed with 3 options (**Figure 31**).

Move the cursor to your selection and press [Enter]. The file is sorted to your specifications.

Creating A Query. At the Employee Data screen, move the cursor to Query and press [Enter]. The Query menu (**Figure 24**) is displayed. On this menu are several options: Query Optimization is On, Create a New Query, Directly Edit Query, Modify the Current Query, Undo the Current Query, Read a Query From Disk, and Save the Current Query.

Below is a brief description of each option:

Query Optimization is On. Used to indicate that PC-TARE is building an index file of the query.

Create a New Query. Used to add a new query.

Directly Edit Query. Used to write a query statement using programming language. **Note:** You must know how to write in the Clipper language to edit hard-coded language.

Modify the Current Query. Used to add to the current query. An initial query must have been made before this option is activated.

Undo the Current Query. Used to erase the query from memory. An initial query must have been made before this option is activated.

Read a Query From Disk. Used to recall a query from a list of saved queries on your hard drive.

Save the Current Query. Used to name and save a query to the hard drive for future use. An initial query must have been made before this option is activated.

To create a new query, move the cursor to Create A New Query and press [Enter]. Select the criteria you want in the Field and Operator tables and key in a value or expression. When all the criteria is entered, move the cursor to Done and press [Enter]. A screen is displayed with 3 options: Execute the query now; Save the query, Do not execute; and Save and Execute the query. Move the cursor to the applicable option and press [Enter].

Deleting An Employee Record. On the Employee Record screen, press the Delete key. The message, *Delete this record? Ok Cancel*, is displayed. The cursor is positioned on *Ok*. Press [Enter]. The employee record is deleted. **Note:** An employee record cannot be deleted until all T&A records for the employee have been deleted.

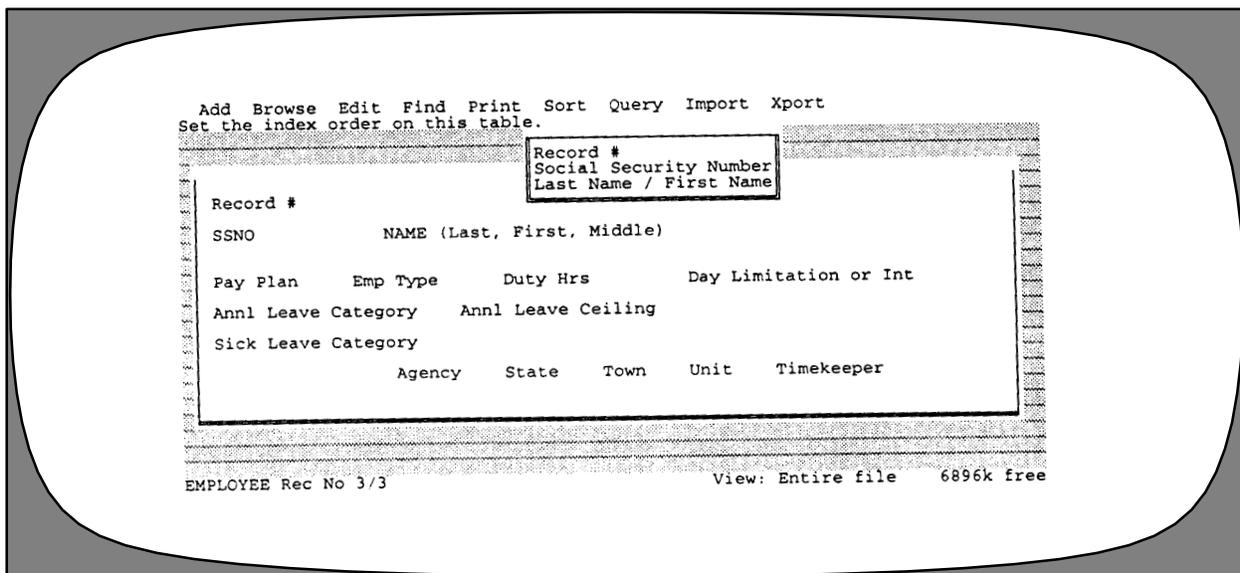


Figure 31. Employee Data Sort Menu

Print

Printing T&A Data. There are 2 methods available which can be used to print T&A's. You can use the option available at the Main Menu bar or the option available from the T&A Data menu bar (Opts). To print T&A's from the PC-TARE main menu, move the cursor to Print and press [Enter]. Select T&A Data and press [Enter]. The Print menu is displayed with 2 options: Select T&A's to Print and Print Selected T&A's. To select specific T&A's from a file that you want to print, move the cursor to the Select T&A's To Print option and press [Enter]. The Print Selection Window is displayed with a list of all T&A's. Key in one of the following values in the Y/N field.

- Y** = To select T&A's to print.
- N** = To identify T&A's to not print.
- R** = To repeat the **Y** for the remaining T&A's or a group of T&A's. Key in **R** below the last **Y** entry.
- X** = To exclude the remaining T&A's or a group of T&A's from printing.

After all T&A's are selected, press [Enter]. The Print Menu is displayed again. Move the cursor to the Print Selected T&A's option and press [Enter]. **Note:** If you choose Select T&A's to Xmit again, the T&A's you designated to transmit will be displayed. If you press [Esc], the T&A's you designated to transmit will be undone. The Reports On File Screen is displayed (**Figure 25**). Move the cursor to either the AD-321 format, text print format, or the text T&A to screen format and press [Enter]. You must now choose one of the following:

Go. Used to execute printing directly to a printer.

Cancel. Used to stop the execution of the printing process.

Settings. Used to allow the user to specify report settings. After selecting Settings, the Report Manager screen is displayed. The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter]. **Note:** The program defaults to printer. Then, key in the number of copies to print, the page to begin printing, and

the page to end printing. To exit this screen, either press [Enter] on each remaining field or Press [Ctrl] + [W]. You are returned to the Report Manager screen. Choose Go to execute printing.

Query. This option is not available.

You may also print the currently displayed T&A only. Move the cursor to Print Selected T&A's and press [Enter]. The Reports on File screen is displayed. You may now continue with the same instructions from this point as you do for selecting T&A's to print from a file.

Printing Employee Records. There are 2 methods available which can be used to print employee records. You can use the option available at the PC-TARE main menu or the print option available from the Employee Data menu bar. To print employee data records from the Main Menu bar, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Employee Listing. Press [Enter].

At this point, you may continue following the instructions provided for **Printing T&A Data**.

Printing The Accounting Table. There are 2 methods available which can be used to print the accounting table. You can use the option available at the PC-TARE main menu or the print option available from the Accounting Table menu bar. To print the accounting table from the Main Menu bar, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Accounting Catalog Listing. Press [Enter].

At this point, you may continue following the instructions provided for **Printing T&A Data**.

To Screen Print a T&A Data Record. You may print a T&A data record without returning to the Print Option. Press [Esc] to return to the T&A Data menu bar. **Note:** This function can only be done from the T&A menu bar. The Reports on File Screen is displayed. You may continue following the print instructions provided above.

(reserved)

Xmit

There are 2 options available which can be used to prepare a transmission file. You can use the option available at the Main Menu bar or the option available from the T&A Data menu bar (Opts). To prepare a transmission file from the PC-TARE main menu, press [Enter]. A pull-down menu is displayed with one option, T&A Data. Press [Enter]. The Xmit menu is displayed with 2 options: Select T&A's to Xmit (T&A's selected from the file of T&A's) and Xmit Selected T&A's (one T&A only). To select T&A's for transmission from a file of T&A's, move the cursor to Select T&A's to Xmit and press [Enter]. The Transmit Selection Window is displayed with a list of all T&A's available for transmission. Key in one of the following values in the Y/N field:

- Y** = To select T&A's to print.
- N** = To identify T&A's to not print.
- R** = To repeat the **Y** for the remaining T&A's or a group of T&A's. Key in **R** below the last **Y** entry.
- X** = To exclude the remaining T&A's or a group of T&A's from printing.

After all T&A's are selected, press [Enter]. The Xmit menu is displayed again. **Note:** If you choose Select T&A's to Xmit again, the T&A's you designated to transmit will be displayed. If you press [Esc], the T&A's you designated to transmit will be undone. Move the cursor to the Xmit Selected T&A's option and press [Enter]. The Xmit Selected T&A's menu is displayed (**Figure 26**). Press [Enter]. The User Id & Password 4 TRANSMIT JCL screen (**Figure 27**) is displayed.

1 **NFC User ID:** (required, alphanumeric field; 6 positions). Enter your NFC user Id. Press [Enter].

2 **Password:** (required, alphanumeric field; 8 positions). Enter your 6–8 digit password. Press [Enter].

3 **New Password:** (optional, alphanumeric field; 8 positions). When your password is expired, you must enter your 6–8 digit new password. Press [Enter].

The message, *Accept NFC User-Id and Password? Yes No Cancel*, is displayed. Select *Yes* transmit. A message, *Drive, Path, and File Name for XMIT File?...*, is displayed. Insert XMIT disk in designated drive and press [Enter]. A message, *Building XMIT for xxx*, is displayed. This message indicates which T&A's are being transmitted and displays the employee's name and SSNO. Immediately after this message is displayed, another message, *Building of the XMIT File is complete — — There are x T&A's in the file*, is displayed. Press any key. Remove the diskette and press [Esc] to exit.

You may also Xmit the T&A you are currently on. Move the cursor to Xmit Selected T&A's and press [Enter]. The message, *You will only transmit the single T&A you are on. SELECT Xmit to transmit more than this one OR to continue, CANCEL to backup and reselect. Ok Cancel* is displayed. Press *Ok* to Xmit the single T&A. The Xmit Selected T&A's Menu is displayed.

After the transmission file is created, the message *Building of the XMIT file is complete – There are X T&A's in the file*.

Note: Once a T&A has been transmitted, it cannot be edited. It can be retransmitted only if there are no changes. If changes must be made, a corrected T&A must be submitted.

(reserved)

Tables

Tables is an option on the main menu bar. This option is used to maintain the PC-TARE accounting, transaction codes, leave types, and pay periods tables. To select this

option, move to Tables on the main menu bar and press [Enter]. The Tables menu (Figure 32) is displayed with a menu of four PC-TARE tables. Use the arrow keys to select the appropriate table and press [Enter].

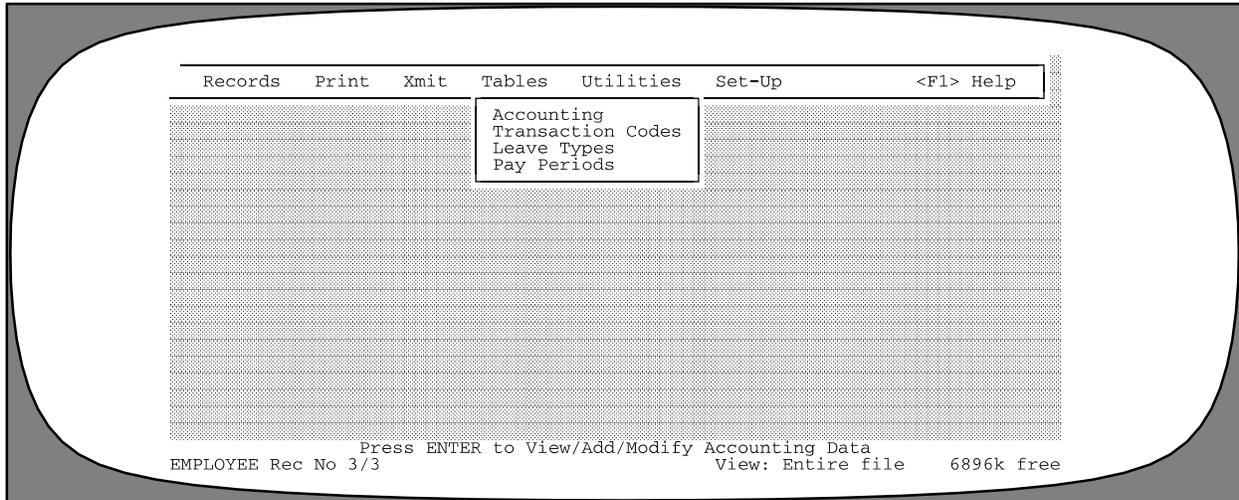


Figure 32. Tables Menu

Payroll/Personnel Manual Time And Attendance Remote Entry

Accounting

The accounting table is the first option on the Tables menu. This option is used to view, locate, print, or query accounting data.

The initial Accounting table that is built into PC-TARE during installation contains no entries. If no entries are present, PC-TARE accepts any accounting codes entered on the T&A.

The Accounting table can be customized for your agency by adding your agency's valid accounting codes. The format of accounting codes in the table and on the T&A should agree.

To select this option, move to Accounting on the Table menu and press [Enter]. The Time and Attendance Accounting Table screen (Figure 33) is displayed with a function menu bar at the top.

To select a function, move to the desired function and press [Enter].

Below is a brief description of each function:

Browse. Used to view a list of accounting codes in the table.

Find. Used to locate an existing accounting code in the table.

Print. Used to print the accounting table.

Sort. Used to sort the table by either record number or accounting codes.

Query. Used to select records that meet certain specified criteria.

Following are instructions for using these functions.

Browsing Accounting Records. Move to the Browse function and press [Enter].

- To view a record, use the arrow keys to move to the record and press [Enter]. The accounting record is displayed.

- To delete a record, use the arrow keys to move to the record and press [Enter]. The accounting record is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen. To cancel the delete, move to the Cancel prompt and press [Enter].

Finding An Accounting Record. Move the cursor to the Find function and press [Enter]. **Note:** This option is helpful when dealing with very lengthy tables. The Find Menu is displayed with two options (Figure 34). You may search for a specific record number or accounting code. Move the cursor to your selection and press [Enter]. Key in the required data and press [Enter]. The selected record is displayed. If the accounting code entered is not found in the table, the message *XXXX Not Found In Accounting* is displayed. Press any key to continue.

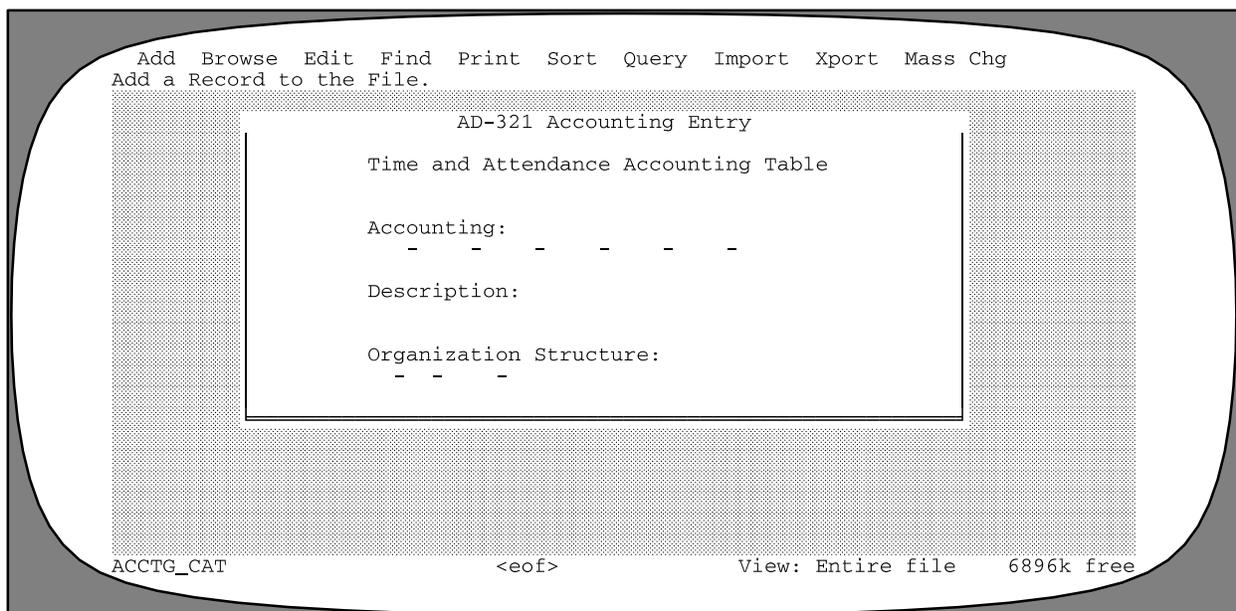


Figure 33. Time And Attendance Accounting Table Screen

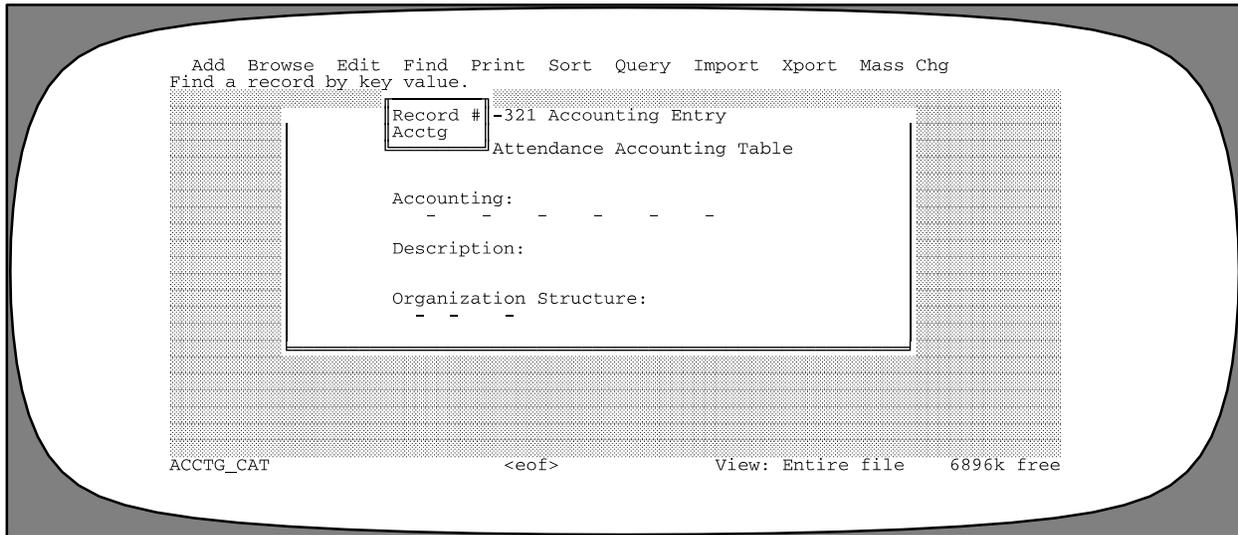


Figure 34. Accounting Table Find Menu

Printing The Accounting Table. This option is used to print the Accounting table. At the Time and Attendance Accounting table screen, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Accounting Catalog Listing. Press [Enter]. You must now choose one of the following:

- Go.** Used to execute printing directly to a printer.
 - Cancel.** Used to stop the execution of the printing process.
 - Settings.** Used to allow the user to specify report settings. After selecting Settings, the Report Manager screen is displayed. The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter].
- Note:** The program defaults to printer. Then, key in the

number of copies to print, the page to begin printing, and the page to end printing.

- Query.** This option is not available.
- Sorting The Accounting Table.** Move the cursor to the Sort function and press [Enter]. The Sort menu is displayed with two options (**Figure 35**). Move the cursor to the desired order (record number or accounting) and press [Enter]. The Accounting Table will be sequenced in the order specified.
- Querying The Accounting Table.** Move the cursor to the Query function and press [Enter]. The Query menu is displayed (**Figure 24**). On this menu are several options: Query Optimization Is On, Create A New Query, Directly Edit Query, Modify The Current Query, Undo The Current Query, Read A Query From Disk, and Save The Current Query.

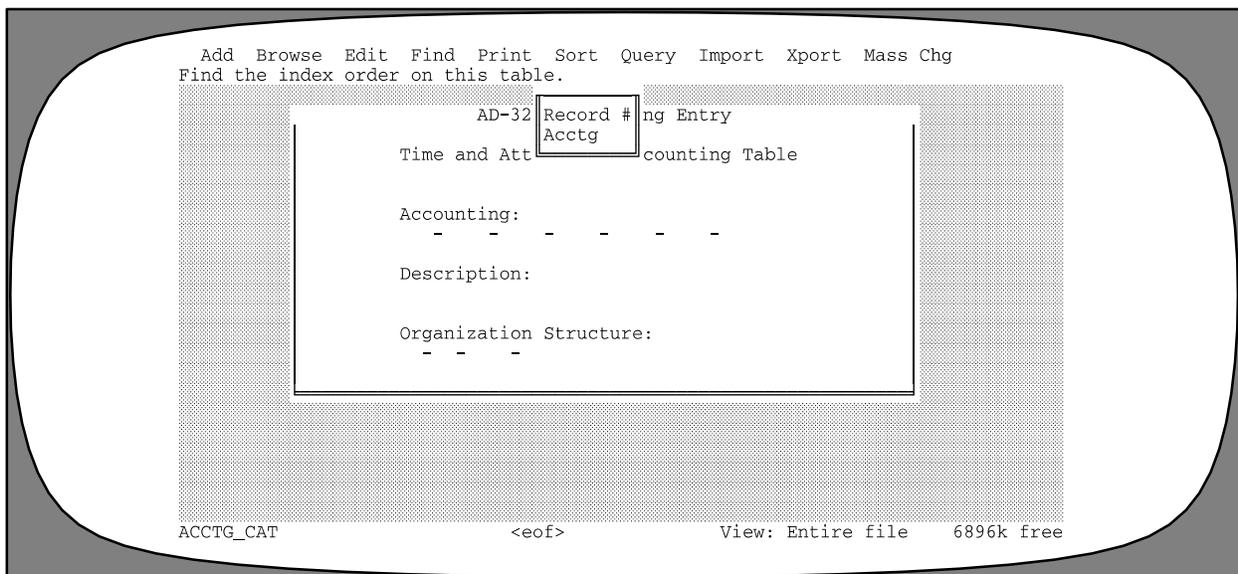


Figure 35. Accounting Table Sort Menu

Payroll/Personnel Manual Time And Attendance Remote Entry

Below is a brief description of each option:

Query Optimization is On. Used to indicate that PC-TARE is building an index file of the query.

Create a New Query. Used to add a new query.

Directly Edit Query. Used to write a query statement using programming language. **Note:** You must know how to write in the Clipper language to edit hard-coded language.

Modify the Current Query. Used to add to the current query. An initial query must have been made before this option is activated.

Undo the Current Query. Used to erase the query from memory. An initial query must have been made before this option is activated.

Read a Query From Disk. Used to recall a query from a list of saved queries on your hard drive.

Save the Current Query. Used to name and save a query to the hard drive for future use. An initial query must have been made before this option is activated.

To create a new query, move the cursor to Create A New Query and press [Enter]. Select the criteria you want in the Field and Operator tables and key in a value or expression. When all the criteria is entered, move the cursor to Done and press [Enter]. A screen is displayed with 3 options: Execute the query now; Save the query, Do not execute; and Save and Execute the query. Move the cursor to the applicable option and press [Enter].

Transaction Codes

Transaction Codes is an option on the Tables menu. This option is used to view, locate, print, or query transaction codes.

To select this option, move to Transaction Codes on the Tables menu (**Figure 32**) and press [Enter]. The Transaction Codes screen is displayed with a function menu bar at the top (**Figure 36**).

To select a function, move to the desired function and press [Enter].

Below is a brief description of each function:

Browse. Used to view a list of transaction codes in the table.

Find. Used to locate an existing transaction code in the table.

Print. Used to print the transaction table.

Sort. Used to set the table by either record number or accounting codes.

Query. Used to select records that meet certain specified criteria.

Following are instructions for using these functions.

Browsing Transaction Codes. Move to the Browse function and press [Enter].

- To view a record, use the arrow keys to move to the record and press [Enter]. The transaction code is displayed.
- To delete a record, use the arrow keys to move to the record and press [Enter]. The transaction code is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen. To cancel the delete, move to the Cancel prompt and press [Enter].

played at the bottom of the screen. To cancel the delete, move to the Cancel prompt and press [Enter].

Finding A Transaction Code. Move the cursor to the Find function and press [Enter]. **Note:** This option is helpful when dealing with very lengthy tables. The Find menu is displayed with two options (**Figure 37**). You may search for a specific record number or transaction code. Move the cursor to your selection and press [Enter]. Key in the required data and press [Enter]. The selected record is displayed. If the transaction code entered is not found in the table, the message *XXXX Not Found In Transaction Codes* is displayed. Press any key to continue.

Printing The Transaction Codes Table. This option is used to print the Transaction Codes table. At the Transaction Code table screen, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Transaction Code Catalog List. Press [Enter]. You must now choose one of the following:

Go. Used to execute printing directly to a printer.

Cancel. Used to stop the execution of the printing process.

Settings. Used to allow the user to specify report settings. After selecting Settings, the Report Manager screen is displayed. The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter]. **Note:** The program defaults to printer. Then, key in the number of copies to print, the page to begin printing, and the page to end printing.

Query. This option is not available.

Sorting The Transaction Codes Table. Move the cursor to the Sort function and press [Enter]. The Sort Menu is displayed with two options (**Figure 38**). Move the cursor to the desired order (record number or transaction code) and press [Enter]. The Transaction Codes table will be sequenced in the order specified.

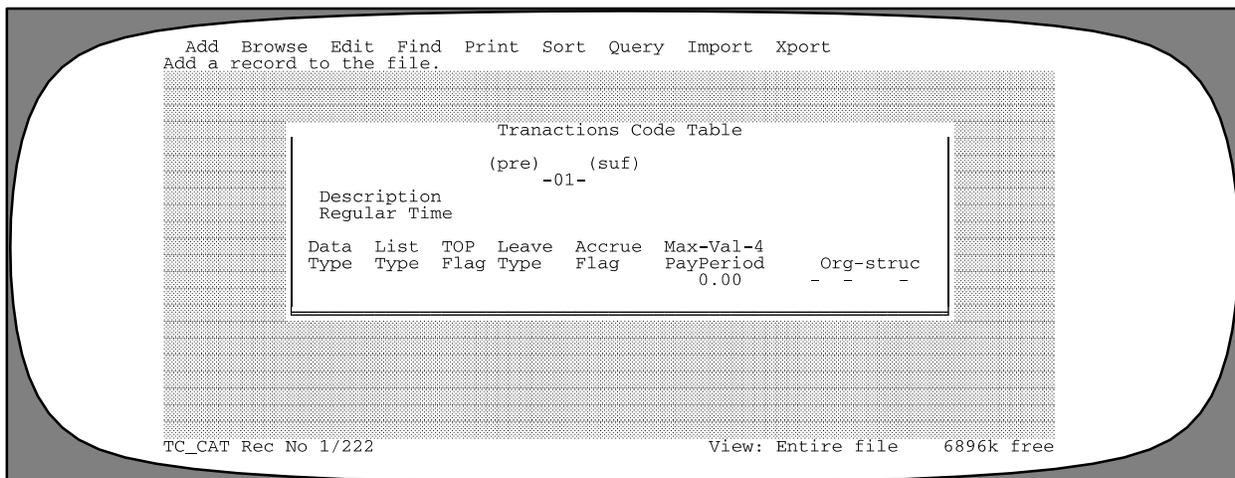


Figure 36. Transaction Codes Screen

Querying The Transaction Codes Table. Move the cursor to the Query function and press [Enter]. The Query Menu is displayed (Figure 24). On this menu are several options: Query Optimization Is On, Create A New Query, Directly Edit Query, Modify The Current Query, Undo The Current Query, Read A Query From Disk, and Save The Current Query.

Below is a brief description of each option:

Query Optimization is On. Used to indicate that PC-TARE is building an index file of the query.

Create a New Query. Used to add a new query.

Directly Edit Query. Used to write a query statement using programming language. **Note:** You must know how to write in the Clipper language to edit hard-coded language.

Modify the Current Query. Used to add to the current query. An initial query must have been made before this option is activated.

Undo the Current Query. Used to erase the query from memory. An initial query must have been made before this option is activated.

Read a Query From Disk. Used to recall a query from a list of saved queries on your hard drive.

Save the Current Query. Used to name and save a query to the hard drive for future use. An initial query must have been made before this option is activated.

To create a new query, move the cursor to Create A New Query and press [Enter]. Select the criteria you want in the Field and Operator tables and key in a value or expression. When all the criteria is entered, move the cursor to Done and press [Enter]. A screen is displayed with 3 options: Execute the query now; Save the query, Do not execute; and Save and Execute the query. Move the cursor to the applicable option and press [Enter].

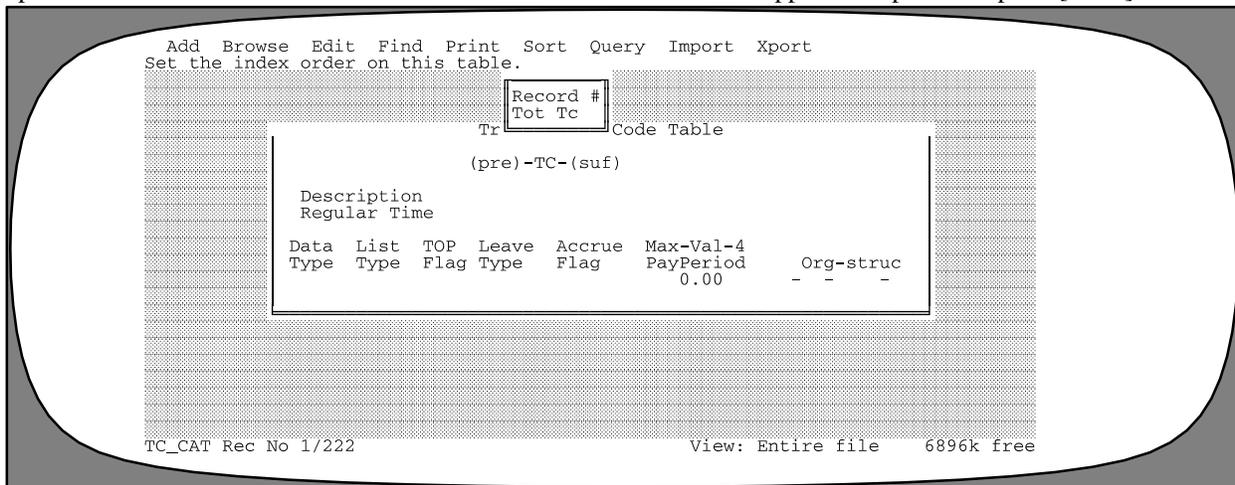


Figure 37. Transaction Codes Find Menu

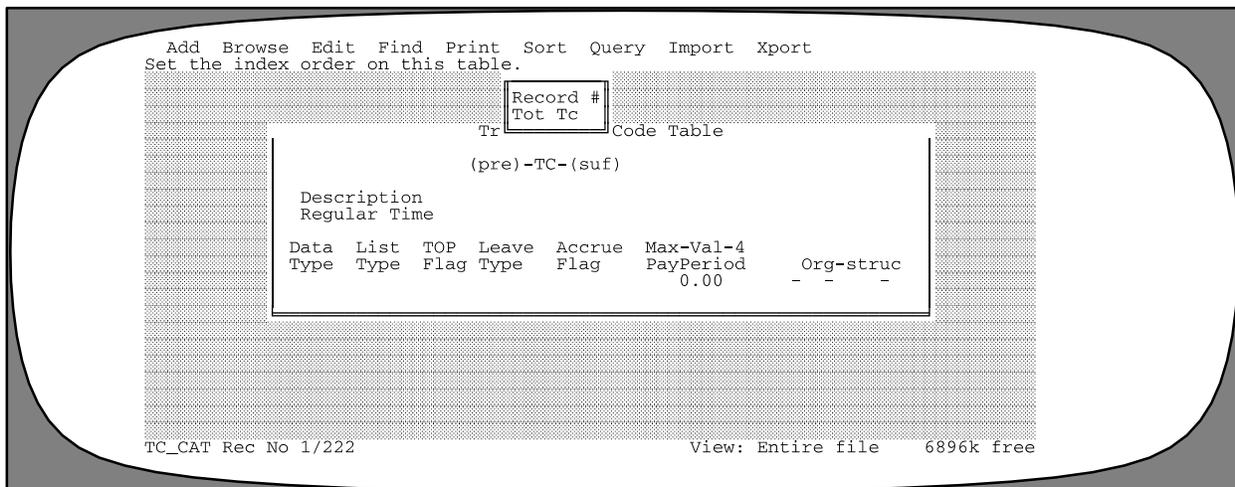


Figure 38. Transaction Codes Sort Menu

Leave Types

Leave Types is an option on the Tables menu. This option is used to view, locate, print, or query leave data.

To select this option, move to Leave Types on the Tables menu and press [Enter]. The Leave and Amount Catalog screen (Figure 39) is displayed with a function menu bar at the top.

To select a function, move to the desired function and press [Enter].

Below is a brief description of each function:

Browse. Used to view a list of leave type records in the table.

Find. Used to locate an existing leave type record.

Print. Used to print leave type records.

Sort. Used to set the table by record number.

Query. Used to select records that meet certain specified criteria.

Following are instructions for using these functions.

Browsing Leave Type Records. Move to the Browse function and press [Enter].

- To view a record, use the arrow keys to move to the record and press [Enter]. The leave type record is displayed.
- To delete a record, use the arrow keys to move to the record and press [Enter]. The leave type record is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen. To cancel the delete, move to the Cancel prompt and press [Enter].

played at the bottom of the screen. To cancel the delete, move to the Cancel prompt and press [Enter].

Finding A Leave Type Record. Move the cursor to the Find function and press [Enter]. **Note:** This option is helpful when dealing with very lengthy tables. You may search for a specific record number. The Find menu is displayed with 1 option (Figure 40). You must search for a specific record number. Move the cursor to Record # and press [Enter]. Key in the applicable data and press [Enter]. The selected record is displayed. If the leave type record entered is not found in the table, the message *XXXX Not Found In Leave Types* is displayed. Press any key to continue.

Printing The Leave Types Table. This option is used to print the Leave Types table. At the Leave and Amount Catalog screen, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Leave and Amounts Listing. Press [Enter]. You must now choose one of the following:

Go. Used to execute printing directly to a printer.

Cancel. Used to stop the execution of the printing process.

Settings. Used to allow the user to specify report settings. After selecting Settings, the Report Manager screen is displayed. The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter]. **Note:** The program defaults to printer. Then, key in the number of copies to print, the page to begin printing, and the page to end printing.

Query. This option is not available.

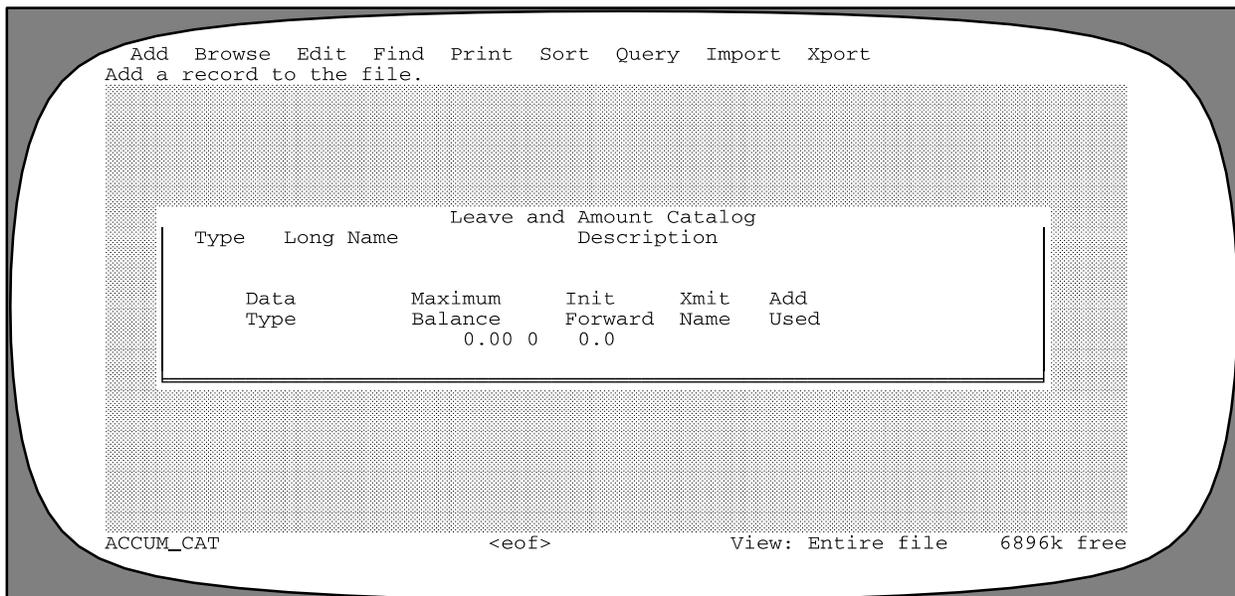


Figure 39. Leave And Amount Catalog Screen

Sorting The Leave Types Table. Move the cursor to the Sort function and press [Enter]. The Sort menu is displayed with one option, Record # (Figure 41). Press [Enter]. The Leave Types table will be sequenced by record number.

Querying The Leave Types Table. Move the cursor to the Query function and press [Enter]. The Query menu is displayed (Figure 24). On this menu are several options: Query Optimization Is On, Create A New Query, Directly Edit Query, Modify The Current Query, Undo The Current Query, Read A Query From Disk, and Save The Current Query.

Below is a brief description of each option:

Query Optimization is On. Used to indicate that PC-TARE is building an index file of the query.

Create a New Query. Used to add a new query.

Directly Edit Query. Used to write a query statement using programming language. **Note:** You must know

how to write in the Clipper language to edit hard-coded language.

Modify the Current Query. Used to add to the current query. An initial query must have been made before this option is activated.

Undo the Current Query. Used to erase the query from memory. An initial query must have been made before this option is activated.

Read a Query From Disk. Used to recall a query from a list of saved queries on your hard drive.

Save the Current Query. Used to name and save a query to the hard drive for future use. An initial query must have been made before this option is activated.

To create a new query, move the cursor to Create A New Query and press [Enter]. Select the criteria you want in the Field and Operator tables and key in a value or expression. When all the criteria is entered, move the cursor to Done and press [Enter]. A screen is displayed with 3 options: Execute the query now; Save the query; Do not execute; and Save and Execute the query. Move the cursor to the applicable option and press [Enter].

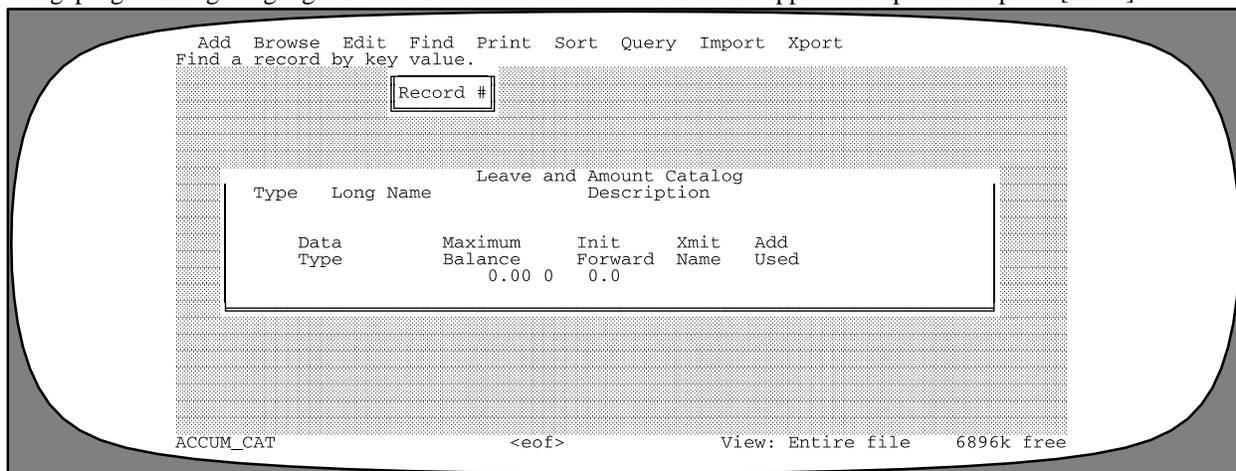


Figure 40. Leave Types Find Menu

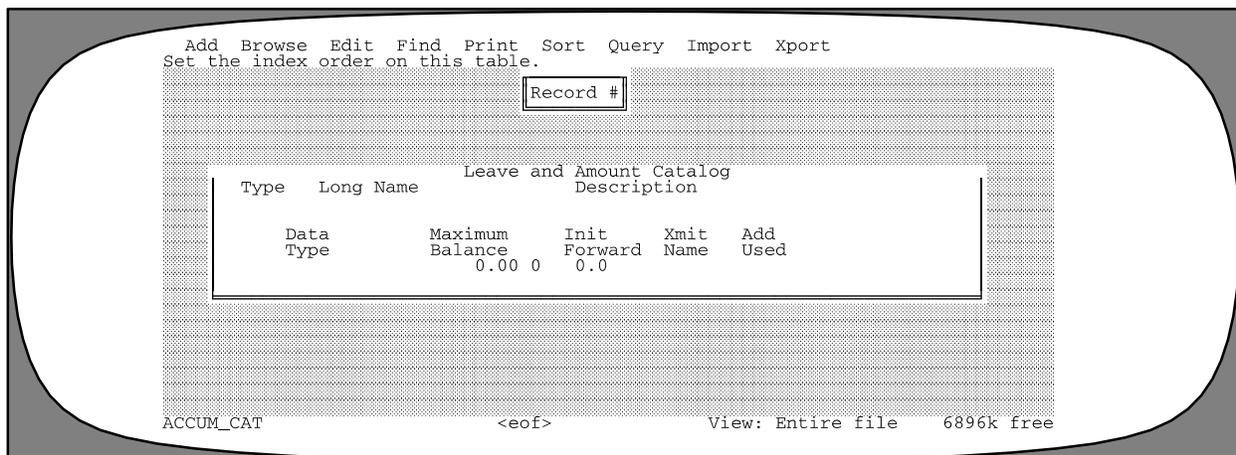


Figure 41. Leave Types Sort Menu

Pay Periods

Pay Periods is an option on the Tables menu. This option is used to view, locate, print, or query pay period numbers and dates.

To select this option, move to Pay Periods on the Tables menu and press [Enter]. The Pay Periods screen (Figure 42) is displayed with a function menu bar at the top.

To select a function, move to the desired function and press [Enter].

Below is a brief description of each function:

Browse. Used to view a list of pay period records in the table.

Find. Used to locate an existing pay period record.

Print. Used to print pay period records.

Order. Used to set the table by record number.

Query. Used to select records that meet certain specified criteria.

Browsing Pay Period Records. Move to the Browse function and press [Enter].

- To view a record, use the arrow keys to move to the record and press [Enter]. The pay period record is displayed.
- To delete a record, use the arrow keys to move to the record and press [Enter]. The pay period record is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted.

To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen. To cancel the delete, move to the Cancel prompt and press [Enter].

Finding A Pay Period Record. Move the cursor to the Find function and press [Enter]. **Note:** This option is helpful when dealing with very lengthy tables. The Find Menu is displayed (Figure 43). You may search for a specific record number or a pay period date. Move the cursor to your selection and press [Enter]. Key in the required data and press [Enter]. The selected record is displayed. If the pay period record entered is not found in the table, the message *XXXX Not Found In Pay Periods* is displayed. Press any key to continue.

Printing The Pay Periods Table. This option is used to print the Pay Periods table. At the Pay Period screen, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Pay Period Listing. Press [Enter]. You must now choose one of the following:

Go. Used to execute printing directly to a printer.

Cancel. Used to stop the execution of the printing process.

Settings. Used to allow the user to specify report settings. After selecting Settings, the Report Manager screen is displayed. The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter]. **Note:** The program defaults to printer. Then, key in the number of copies to print, the page to begin printing, and the page to end printing.

Query. This option is not available.

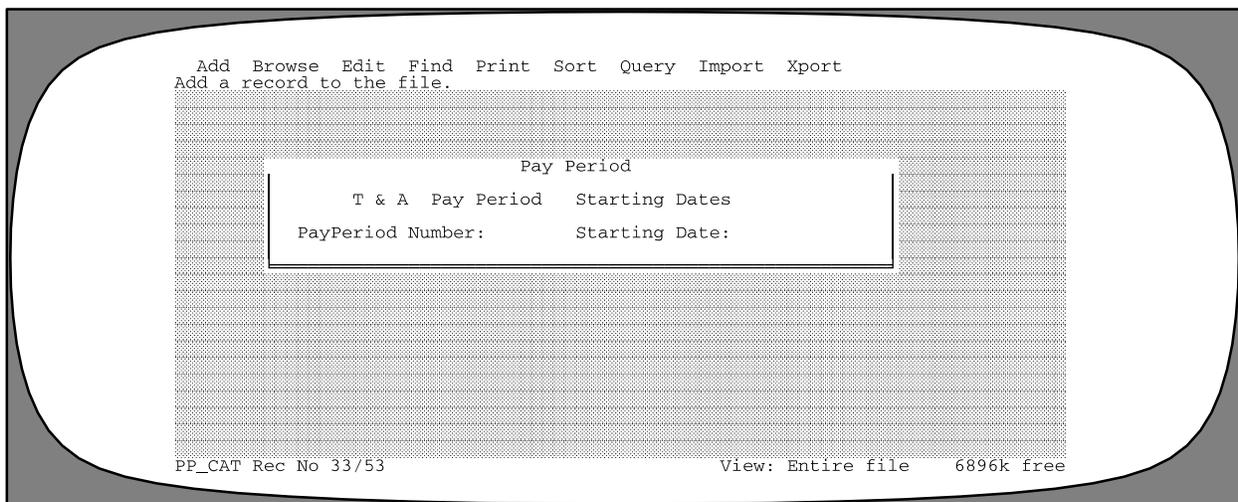


Figure 42. Pay Periods Screen

Sorting The Pay Periods Table. Move the cursor to the Sort function and press [Enter]. The Sort menu is displayed with two options, Record # and Pay Period Date (Figure 44). Move the cursor to the desired order (record number or pay period date) and press [Enter]. The Pay Periods table will be sequenced in the order specified.

Querying The Pay Periods Table. Move the cursor to the Query function and press [Enter]. The Query menu is displayed (Figure 24). On this menu are several options: Query Optimization Is On, Create A New Query, Directly Edit Query, Modify The Current Query, Undo The Current Query, Read A Query From Disk, and Save The Current Query.

Below is a brief description of each option:

Query Optimization is On. Used to indicate that PC-TARE is building an index file of the query.

Create a New Query. Used to add a new query.

Directly Edit Query. Used to write a query statement using programming language. **Note:** You must know

how to write in the Clipper language to edit hard-coded language.

Modify the Current Query. Used to add to the current query. An initial query must have been made before this option is activated.

Undo the Current Query. Used to erase the query from memory. An initial query must have been made before this option is activated.

Read a Query From Disk. Used to recall a query from a list of saved queries on your hard drive.

Save the Current Query. Used to name and save a query to the hard drive for future use. An initial query must have been made before this option is activated.

To create a new query, move the cursor to Create A New Query and press [Enter]. Select the criteria you want in the Field and Operator tables and key in a value or expression. When all the criteria is entered, move the cursor to Done and press [Enter]. A screen is displayed with 3 options: Execute the query now; Save the query, do not execute; and Save and Execute the query. Move the cursor to the applicable option and press [Enter].

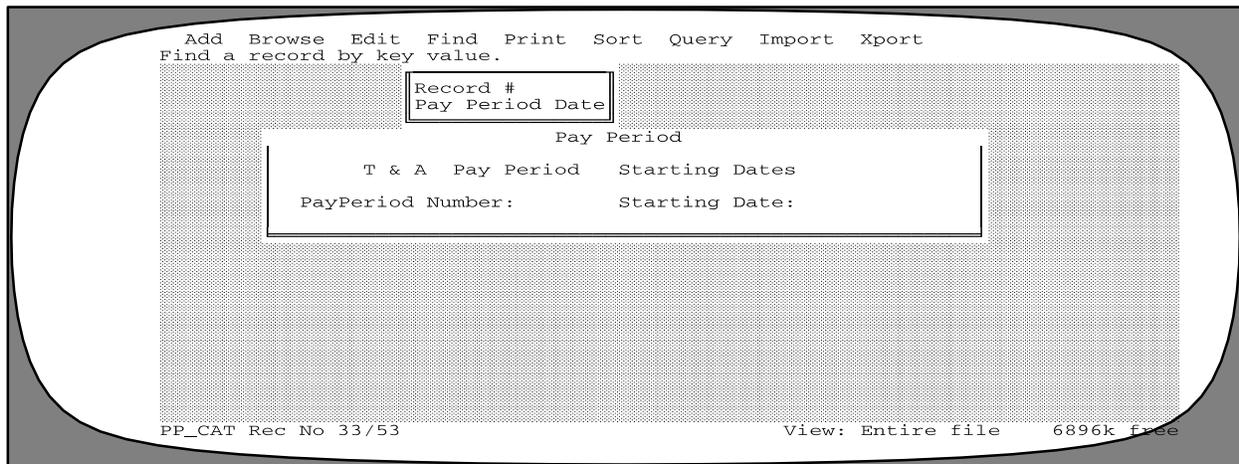


Figure 43. Pay Periods Find Menu

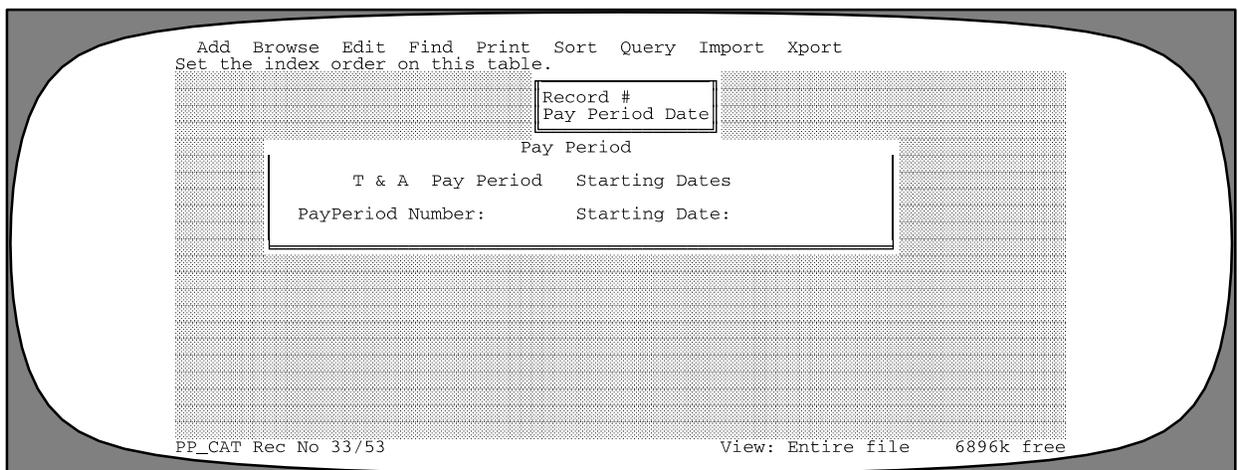


Figure 44. Pay Periods Table Sort Menu

(reserved)

Payroll/Personnel Manual Time And Attendance Remote Entry

Utilities

Utilities is an option on the main menu bar (**Figure 13**). This option is used to reindex files and back up files from floppy.

To select this option, move to Utilities on the main menu bar and press [Enter]. The Utilities menu screen (**Figure 45**) is displayed with a list of options. To select an option, move to the option and press [Enter].

Reindexing Files. This function is used to rearrange files in a sequential manner. At the Utilities menu, move the cursor to Reindex and press [Enter]. The files are automatically reindexed and the message, *The Tables are Reindexed*, is displayed.

Making Backup Files To Floppy. This function is used to backup files to a floppy disk. At the Utilities menu, move the cursor to Backup and press [Enter]. The message *Place Floppy Disk #1 In Drive A: Ok Cancel* is displayed with *Ok* highlighted.

Place a floppy disk in drive A and press [Enter]. The message *Next, Inspecting The Disk You Have Placed In Drive A:----WARNING----All Files Will Be Removed And Overwritten By The Backup Files* is displayed. Press any key to continue. The message *Drive And Path To Read...A:* is displayed. Press [Enter]. The list of file names is displayed along with the size, date, and time. Press [Enter]. The message *Delete These Files? Ok Cancel* is displayed with *Ok* highlighted. Press [Enter] to delete the files. The message *Please Wait, Removing Files* is displayed. Press [Enter]. The message *Copying File TAREXXXX.XXX To Drive A* is displayed.

After backup is completed, the message *Backup Successfully Completed* is displayed. Press any key to continue.

After all files are restored, the system automatically returns to the Utilities menu.

Moving Files To History. This function is not currently available.

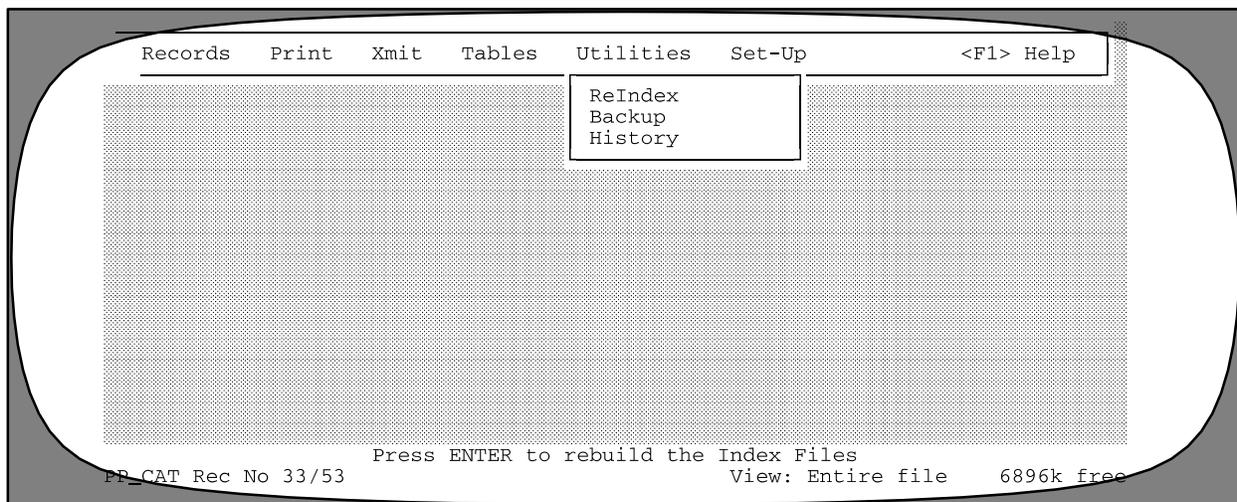


Figure 45. Utilities Menu

Creating JCL and Maintaining Tables (Access Level 2)

(Access Level 2 allows the user to create job control language and to add, edit, import, and export tables. It also allows users to perform all functions of Access Level 1.)

PC-TARE Main Menu (Access Level 2)

After you access PC-TARE, the PC-TARE main menu (Figure 46) is displayed showing the main menu bar with six options.

Below is a brief description of each option.

1 Records. Used to view, add, modify, or print T&A or employee data.

2 Print. Used to print T&A's.

3 Xmit. Used to transmit T&A's.

4 Tables. Used to enter, edit, view, or print data for the tables maintained in PC-TARE.

5 Utilities. Used to reindex files, pack all files, backup files to floppy, and restore files from floppy to hard drive.

6 Set-Up. Used to create the job control language configuration.

To select an option from the PC-TARE main menu, move to the applicable option and press [Enter].

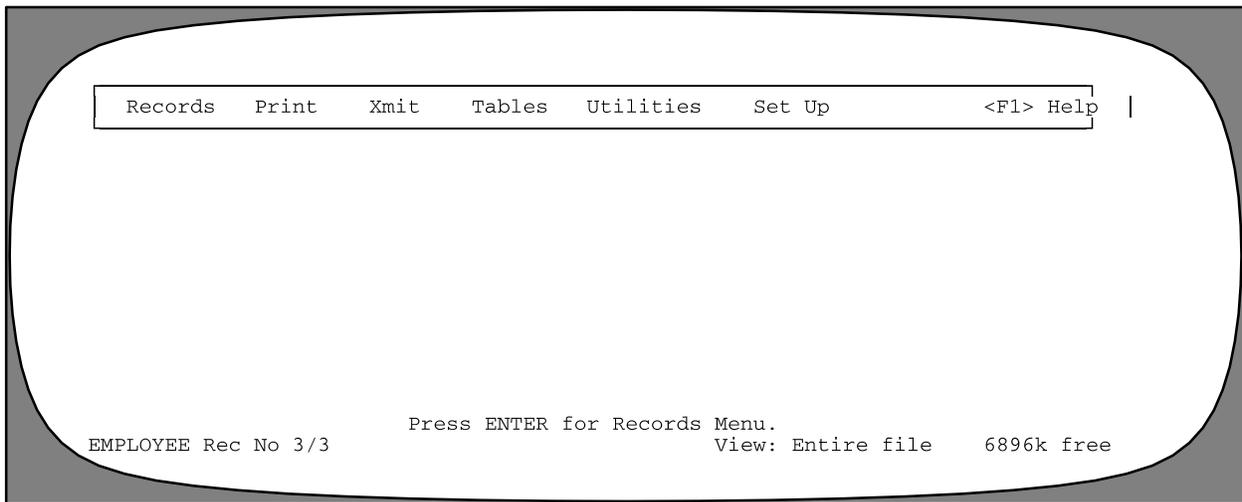


Figure 46. PC-TARE Main Menu

(reserved)

Tables

Tables is an option on the main menu bar (Figure 13). This option is used to maintain the PC-TARE tables. To select this option, move to Tables on the main menu bar and press [Enter]. The Tables menu (Figure 32) is displayed with a menu of four PC-TARE tables.

Accounting

The Accounting table is the first option on the Tables menu. This option is used to enter, view, change, locate, print, mass change, query, or delete accounting data.

The Accounting table can be customized for your agency by adding your agency's valid accounting codes. The format of accounting codes in the table and on the T&A should agree.

To select this option, move to Accounting on the Table menu and press [Enter]. The Time and Attendance Accounting Table screen (Figure 47) is displayed with a function menu bar at the top.

To select a function, move to the desired function and press [Enter].

Below is a brief description of each function:

- Add.** Used to add a new accounting code to the table.
- Edit.** Used to change an existing accounting code in the table.
- Import.** Used to insert table data files into various PC's.
- Xport.** Used to extract table data files from a system to import into various PC's.
- Mass Chg.** Used to make mass changes to accounting codes.

Following are instructions for using these functions.

Adding An Accounting Record. Move the cursor to Add and press [Enter].

Complete the fields as follows:

- 1 Accounting** (required, numeric field; max. of 27 positions). Key in the accounting code. Press [Enter].
- 2 Description** (required, alphanumeric field; max. of 35 positions). Key in the accounting classification code description. Press [Enter].
- 3 Organization Structure** (optional, numeric field; 10 positions). Key in the organizational structure code. Press [Enter].

The message *Add This Record To The File...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. This accounting classification code has been added to the table. You may now add another accounting code or choose another function on the menu bar. To cancel the add, move to *Cancel* and press [Enter].

Editing An Accounting Record. To locate the accounting code you want to change, move the cursor to Browse or Find and press [Enter]. Use the arrow keys to scroll and select an accounting code. The accounting code selected will display on the Accounting Entry screen. Move to the Edit function and press [Enter]. Key in changes and press [Ctrl] + [W] to save. The message *Write The Changes To Disk...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. You may now edit another record. To choose another accounting code to edit, press [Esc] to return to the Find or Browse functions.

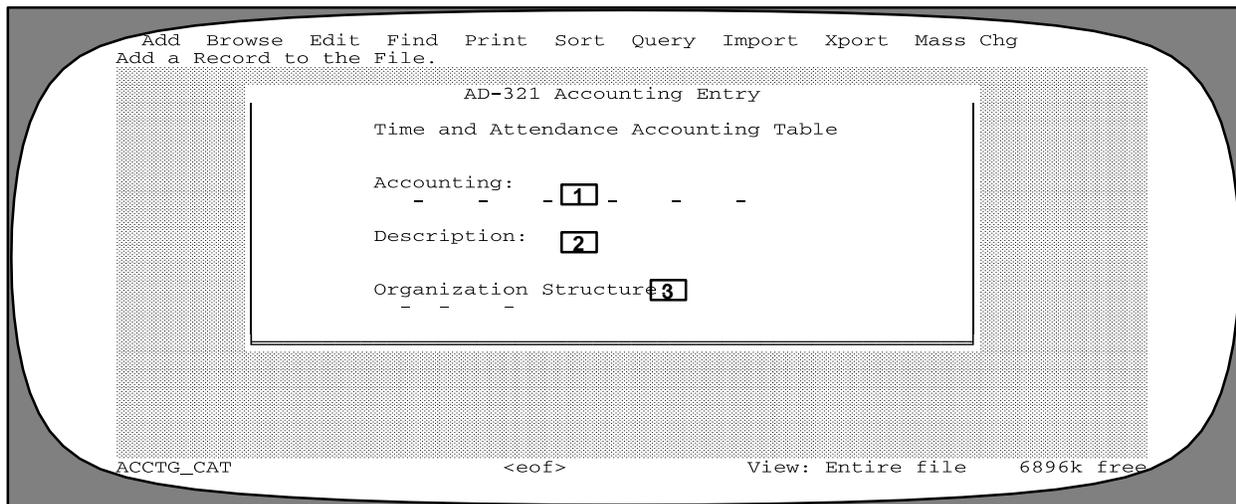


Figure 47. Time And Attendance Accounting Table Screen

Payroll/Personnel Manual Time And Attendance Remote Entry

Importing The Accounting Table Files. You may use the Import option to load accounting data files into the PC-TARE data base on various PC's after you have exported the files from another PC. Move the cursor to the Import function and press [Enter].

Insert your disk with the data files into your disk drive. From the Accounting screen, move the cursor on the menu bar at the top of the screen to Import. Press [Enter]. The message *Do You Want to Overwrite the File Before Import Yes No Cancel...* is displayed. The cursor is positioned on Yes. Press [Enter]. If you do not want to overwrite the files, move the cursor to No and press [Enter]. To cancel importing, move the cursor to Cancel and press [Enter].

Exporting The Accounting Table Files. You may use the Export option to transfer data files onto a disk to import to various PC's. Move the cursor to the Xport function and press [Enter].

The file structure should match the file structure for the PC-TARE development files. **Note:** Before you begin to use the export function, you should backup your PC-TARE files on a separate disk to avoid accidental loss of files. If you need assistance at any point, contact the Information Center. Insert your disk into your disk drive. From the Accounting screen, move the cursor on the menu bar at the top of the screen to Xport. Press [Enter]. The Drive and Path to Xport to is displayed. The system has defaulted in A:\TARE7000.DBF. In PC-TARE, this path is used for A:. You may use this path by pressing [Enter] or overwrite this path using another file name. **Note:** If the file does not exist, the message *No File Found in That Path* is displayed. You must press [Esc] to begin again. If you are not using the A drive, enter the

drive and path you are using and press [Enter]. The form (extension) of the file to export, e.g., DBF=database file, SDF=standard data file, Delimited=spaces, commas, etc., is displayed. The cursor is positioned on DBF. If you need the defaulted path or entered another path using the extension DBF, press [Enter]. Otherwise, move the cursor to SDF or Delimited and press [Enter]. The message *Export complete* is displayed. The file is exported. Press any key to obtain the Accounting screen.

If you select *Yes* or *No*, the message *Drive and Path to Import From?* is displayed. The system has defaulted in A:*.*. If you need to view a list of the files on your drive to choose from, press [enter]. Otherwise, overwrite *.* with the path of the file to import from and press [Enter]. **Note:** If you are not using the A drive, key in the drive and path you are using and press [Enter]. The file selected for importing is displayed. Press [Enter]. The file you are importing from and the file you are importing to is displayed. Select the extension of the file you are importing to. The cursor is positioned on DBF. If this is your file's extension, press [Enter]. Otherwise, move the cursor to SDF or Delimited and press [Enter]. The message *Please Wait...Import In Progress* followed by *Import complete is displayed*. The file is imported. Press any key to obtain the Employee Data screen. **Note:** If the file does not exist, the message *No File Found in that Path* is displayed. You must press [Esc] to begin again.

Mass Changing Accounting Records. Move the cursor to the Mass Chg function and press [Enter]. The Mass Chg Accounting screen is displayed with a function menu bar at the top (**Figure 48**).

Note: The cursor is positioned at the Add function.

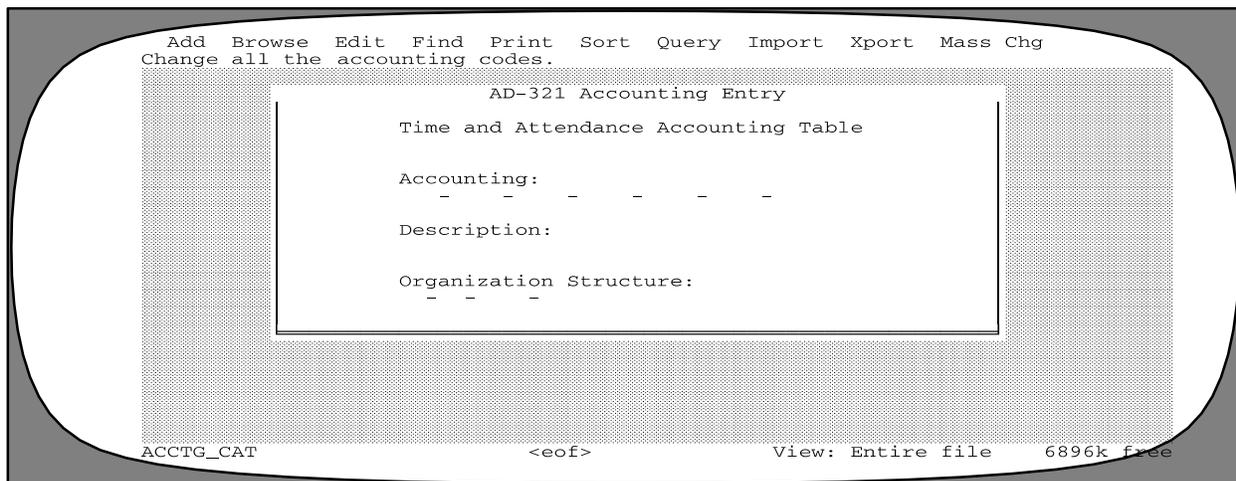


Figure 48. Mass Chg Accounting Screen

Below is a brief description of each function.

Add. Used to make mass additions to the Accounting Table.

Delete. Used to delete accounting codes from the Accounting Table.

Recall. Used to recall deleted accounting codes from the Accounting Table.

Prompt. Used to indicate prompt or no prompt for each change to the Accounting Table.

Following are instructions for using these functions.

Adding Accounting Records. At the Mass Chg Accounting screen, with the cursor position at the Add function, press [Enter].

Key in the characters in the indicated positions for the accounting codes you want to change on the first line and press [Enter]. The message *Create New Entries With These Numbers/Characters In the Indicated Positions* is displayed. Key in the new characters in the indicated positions for the accounting codes you want to add. After completing all the new entries, press [Enter]. The message *Processing Records X Of X. Press [Esc] To Quit Or P For No Prompt* is displayed as the changes are made. After all the additions are made for the matching records, the message *Net Change To file Was X Records* is displayed indicating the number of records added. Press any key to continue.

Deleting Accounting Records. At the Mass Chg Accounting screen, move to the Delete function and press [Enter]. Key in the accounting codes you want to delete.

After deleting all the records, the message *Net Change To File Was X Records* is displayed indicating the number of records deleted. Press any key to continue.

Recalling Accounting Records. At the Mass Chg Accounting Screen, move to the Recall function and press [Enter]. Key in the accounting records you want to recall.

After recalling all the records, the message *Net Change To File Was X Records* is displayed indicating the number of records recalled. Press any key to continue.

Prompting Accounting Records. At the Mass Chg Accounting Screen, move to the Prompt function and press [Enter]. The message *Changes Will Be Made With/Without Prompting* is displayed on the bottom left of the screen.

- To select Prompt or No Prompt, press [Enter].

If you select Prompt, the message *Make The Indicated Additions?...Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The accounting record is added. The message is repeated for each accounting record that matches the characters in the indicated positions.

Transaction Codes

Transaction codes is an option on the Tables menu. This option is used to enter, view, change, locate, print, query, or delete transaction codes.

To select this option, move to Transaction Codes on the Tables menu and press [Enter]. The Transaction Codes screen (Figure 49) is displayed with a function menu bar at the top.

To select a function, move to the desired function and press [Enter].

Add. Used to add a new transaction code to the table.

Edit. Used to change an existing transaction code in the table.

Import. Used to insert table data files into various PC's.

Xport. Used to extract table data files from a system to import into various PC's.

Below is a brief description of each function:

Adding A Transaction Code Record. Move the cursor to Add and press [Enter].

Complete the fields as follows:

1 Transaction Code (required, numeric field; 5 positions). This field contains 3 parts; the TC, the prefix, and the suffix. Key in the 2-digit prefix, if applicable, the 2-digit transaction code, and 1-digit suffix, if applicable.

2 Description (required, alpha/numeric field; max. of 49 positions). Key in the transaction code description.

The transaction code description is that which is included in the Table Management System.

3 Data Type (required, alpha field; 1 position). Key in the data type. Values are **D** = Days, **O** = Overtime (Hours), **R** = Regular (Hours), **S** = Monetary (entered with dollars in the first week and cents in the second week), **\$** = Monetary (amounts not to exceed \$99.99 are entered in Week 1 and are continued in the Week 2 field if over \$99.99), and **N** = Neither.

4 List Type (required, alpha field, 1 position). Key in the list type. Values are **L** = complete list of all prefix and suffix combinations for this transaction code, **S** = shortened version with only those prefix and suffix combinations that are applicable to you, or **N** = not active. If an **N** is entered, the transaction codes will not display, but will be validated against the transaction code table. **Note:** The transaction codes marked for the shortened list will be displayed when an invalid transaction code is entered.

5 TOP Flag (required, alpha field; 1 position). Either key in **Y** or press the space bar to indicate if this transaction code requires accounting and press [Enter]. A check will be inserted in this block. If this transaction code does not require accounting, press [Enter] to advance to the next field.

6 Leave Type (required, alpha field; 4 positions). Key in the leave type for leave transaction codes.

7 Accrue Flag (required, alpha field; 1 position). Key in **Y** to indicate if this transaction code is included in the leave accrual calculation and press [Enter]. A check will be inserted in this block. If this transaction code uses leave, press [Enter] to advance to the next field.

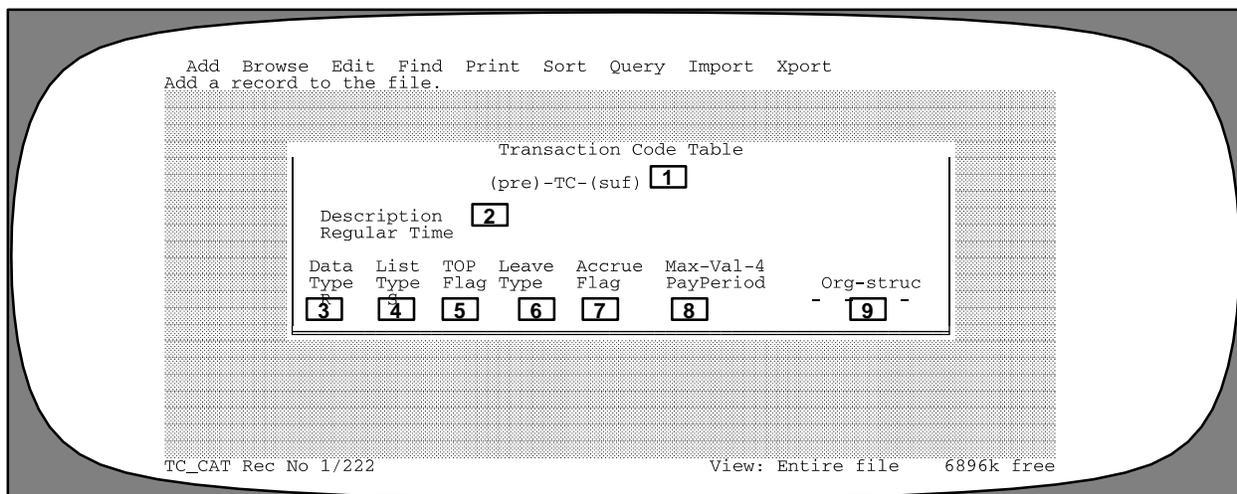


Figure 49. Transaction Codes Screen

8 Max-Val-4-Pay Period (*required, Hours – numeric field; max. of 4 positions, Fractions – numeric field; 2 positions*). This field is used to record pay period limitation amounts. Key in the number of whole hours (or days) in the first 4 positions. If fractions must be recorded, key in “.” (period), and one of the following entries in the last 2 positions:

Blank = No Fraction
25 = 1/4 hour
50 = 1/2 hour
75 = 3/4 hour

9 Org-Struc (*optional, numeric field; 10 positions*). Key in the organizational structure code, as identified in the Table Management system.

The message *Add This Record To The File...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. This transaction code has been added to the table. You may now add another transaction code or choose another function on the menu bar. To cancel the add, move to *Cancel* and press [Enter].

Editing A Transaction Code. To locate the transaction code you want to change, move the cursor to *Browse* or *Find* and press [Enter]. Use the arrow keys to scroll and select a transaction code. The transaction code selected will display on the Transaction Codes screen. Move to the *Edit* function and press [Enter]. Key in changes and press [Ctrl] + [W] to save. The message *Write The Changes To Disk...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. You may now edit another record. To choose another transaction code to edit, press [Esc] to return to the *Find* or *Browse* functions.

Importing The Transaction Codes Table Files. You may use the *Import* option to load transaction codes data files into the PC-TARE database on various PC's after you have exported the files from another PC. Move the cursor to the *Import* function and press [Enter].

Insert your disk with the data files into your disk drive. From the Transaction Codes screen, move the cursor on the menu bar at the top of the screen to *Import*. Press [Enter]. The message *Do You Want to Overwrite the File Before Import Yes No Cancel...* is displayed. The cursor is positioned on *Yes*. Press [Enter]. If you do not want to overwrite the files, move the cursor to *NO* and press

[Enter]. To cancel importing, move the cursor to *Cancel* and press [Enter].

Exporting The Transaction Codes Table Files. You may use the *Export* option to transfer data files onto a disk to import to various PC's. Move the cursor to the *Xport* function and press [Enter].

The file structure should match the file structure for the PC-TARE development files. **Note:** Before you begin to use the export function, you should backup your PC-TARE files on a separate disk to avoid accidental loss of files. If you need assistance at any point, contact the Information Center. Insert your disk into your disk drive. From the Transaction Codes screen, move the cursor on the menu bar at the top of the screen to *Xport*. Press [Enter]. The Drive and Path to *Xport* to is displayed. The system has defaulted in A:\TARE7000.DBF. In PC-TARE, this path is used for A:. You may use this path by pressing [Enter] or overwrite this path using another file name. **Note:** If the file does not exist, the message *No File Found in That Path* is displayed. You must press [Esc] to begin again. If you are not using the A drive, enter the drive and path you are using and press [Enter]. The form (extension) of the file to export, e.g., DBF=database file, SDF=standard data file, Delimited=spaces, commas, etc., is displayed. The cursor is positioned on DBF. If you need the defaulted path or entered another path using the extension DBF, press [Enter]. Otherwise, move the cursor to SDF or Delimited and press [Enter]. The message *Export complete* is displayed. The file is exported. Press any key to obtain the Transaction Codes screen.

If you select *Yes* or *No*, the message *Drive and Path to Import From?* is displayed. The system has defaulted in A:*.*. If you need to view a list of the files on your drive to choose from, press [Enter]. Otherwise, overwrite *.* with the path of the file to import from and press [Enter]. **Note:** If you are not using the A drive, key in the drive and path you are using and press [Enter]. The file selected for importing is displayed. Press [Enter]. The file you are importing from and the file you are importing to is displayed. Select the extension of the file you are importing to. The cursor is positioned on DBF. If this is your file's extension, press [Enter]. Otherwise, move the cursor to SDF or Delimited and press [Enter]. The message *Please Wait...Import In Progress* followed by *Import complete is displayed*. The file is imported. Press any key to obtain the Transaction Codes screen. **Note:** If the file does not exist, the message *No File Found in that Path* is displayed. You must press [Esc] to begin again.

Leave Types

Leave Types is an option on the Tables menu. This option is used to enter, view, change, locate, print, query, or delete leave data.

To select this option, move to Leave Types on the Tables menu and press [Enter]. The Leave and Amount Catalog screen (Figure 50) is displayed with a function menu bar at the top.

To select a function, move to the desired function and press [Enter].

Below is a brief description of each function:

- Add.** Used to add a new leave type to the table.
- Edit.** Used to change an existing leave type record in the table.
- Import.** Used to insert table data files into various PC's.
- Xport.** Used to extract table data files from a system to import into various PC's.

Adding A Leave Type Record. Move the cursor to Add and press [Enter]. The information for the following fields will be provided by NFC as new transaction codes are made available.

Complete the fields as follows:

- 10 Type** (required, alpha field; 4 positions). Key in the leave type.
- 11 Long Name** (required, alpha field; max. of 20 positions). Key in the transaction code name.
- 12 Description** (required, alpha field; max of 35 positions). Key in the transaction code description.
- 13 Data Type** (required, alpha field; 1 position). Key in the data type. Values are **D** = Days, **O** = Overtime

(Hours), **R** = Regular (Hours), **S** = Monetary (entered with dollars in the first week and cents in the second week), **\$** = Monetary (amounts not to exceed \$99.99 are entered in Week 1 and are continued in the Week 2 field if over \$99.99), and **N** = Neither.

14 Max. Bal (required, numeric field; 3 positions). Key in the maximum balance allowed for this leave type.

15 Init Forward (required, numeric field; (Hours – numeric field; max. of 2 positions, Fractions – numeric field; 1 positions). This field is used to record the leave amount initially brought forward. Key in the number of whole hours in the first 2 positions. If fractions must be recorded, key in “.” (period), and one of the following entries in the last position:

- Blank** = No Fraction
- 1** = 1/4 hour
- 2** = 1/2 hour
- 3** = 3/4 hour

16 Xmit Name (required, alpha field; 4 positions). Key in the transmission name.

17 Add Used (required, alpha field; 1 position). Either key in **Y** or press the space bar to indicate if this leave code adds time used to the balance rather than subtracting from it (e.g., LWOP) and press [Enter]. A check will be inserted in this block. If this leave type does not add to the balance, press [Enter] to advance to the next field.

After all entries are made, press [Enter]. The message *Add This Record To The File...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. This transaction code has been added to the table. You may now add another transaction code or choose another function on the menu bar. To cancel the add, move to *Cancel* press [Enter]. At any point during data entry, press [Ctrl] + [W] to end and save the data.

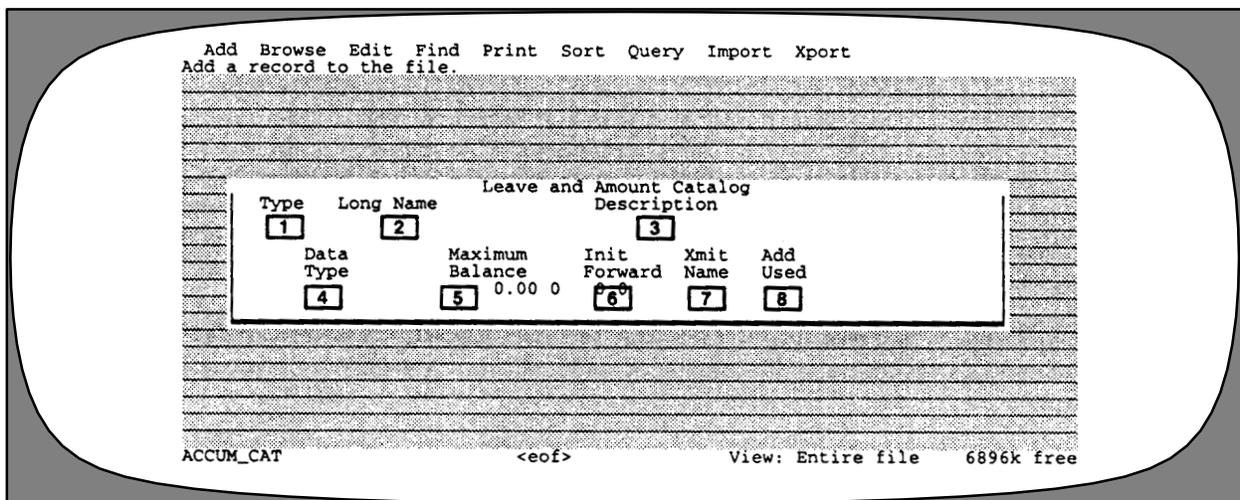


Figure 50. Leave And Amount Catalog Screen

Editing A Leave Type Record. To locate the leave type record you want to change, move the cursor to Browse or Find and press [Enter]. Use the arrow keys to scroll and select a leave type. The leave type record selected will display on the Leave types screen. Move to the Edit function and press [Enter]. Key in changes and press [Ctrl] + [W] to save. The message *Write The Changes To Disk...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. You may now edit another record. To choose another leave type record to edit, press [Esc] to return to the Find or Browse functions.

Importing The Leave Types Table Files. You may use the Import option to load leave types data files into the PC-TARE data base on various PC's after you have exported the files from another PC. Move the cursor to the Import function and press [Enter].

Insert your disk with the data files into your disk drive. From the Leave Types screen, move the cursor on the menu bar at the top of the screen to Import. Press [Enter]. The message *Do You Want to Overwrite the File Before Import Yes No Cancel...* is displayed. The cursor is positioned on *Yes*. Press [Enter]. If you do not want to overwrite the files, move the cursor to *No* and press [Enter]. To cancel importing, move the cursor to *Cancel* and press [Enter].

Exporting The Leave Types Table Files. You may use the Export option to transfer data files onto a disk to import to various PC's. Move the cursor to the Xport function and press [Enter].

The file structure should match the file structure for the PC-TARE development files. **Note:** Before you begin to use the export function, you should backup your PC-TARE files on a separate disk to avoid accidental loss of files. If you need assistance at any point, contact the

Information Center. Insert your disk into your disk drive. From the Leave Types screen, move the cursor on the menu bar at the top of the screen to Xport. Press [Enter]. The Drive and Path to Xport to is displayed. The system has defaulted in A:\TARE7000.DBF. In PC-TARE, this path is used for A:. You may use this path by pressing [Enter] or overtype this path using another file name. **Note:** If the file does not exist, the message *No File Found in That Path* is displayed. You must press [Esc] to begin again. If you are not using the A drive, enter the drive and path you are using and press [Enter]. The form (extension) of the file to export, e.g., DBF=database file, SDF=standard data file, Delimited=spaces, commas, etc., is displayed. The cursor is positioned on DBF. If you need the defaulted path or entered another path using the extension DBF, press [Enter]. Otherwise, move the cursor to SDF or Delimited and press [Enter]. The message *Export complete* is displayed. The file is exported. Press any key to obtain the Leave Types screen.

If you select *Yes* or *No*, the message *Drive and Path to Import From?* is displayed. The system has defaulted in A:*.*. If you need to view a list of the files on your drive to choose from, press [Enter]. Otherwise, overtype *.* with the path of the file to import from and press [Enter]. **Note:** If you are not using the A drive, key in the drive and path you are using and press [Enter]. The file selected for importing is displayed. Press [Enter]. The file you are importing from and the file you are importing to is displayed. Select the extension of the file you are importing to. The cursor is positioned on DBF. If this is your file's extension, press [Enter]. Otherwise, move the cursor to SDF or Delimited and press [Enter]. The message *Please Wait...Import In Progress* followed by *Import complete* is displayed. The file is imported. Press any key to obtain the Employee Data screen. **Note:** If the file does not exist, the message *No File Found in that Path* is displayed. You must press [Esc] to begin again.

Pay Periods

Pay Periods is an option on the Tables menu. this option is used to enter, view, change, locate, print, query, or delete pay period numbers and dates.

To select this option, move to Pay Periods on the Tables menu and press [Enter]. The Pay Periods screen (**Figure 51**) is displayed with a function menu bar at the top.

To select a function, move to the desired function and press [Enter].

Below is a brief description of each function:

Add. Used to add a new pay period record to the table.

Edit. Used to change an existing pay period record in the table.

Import. Used to insert table data files into various PC's.

Xport. Used to extract table data files from a system to import into various PC's.

Following are instructions for using these functions.

Adding A Pay Period Record. Move the cursor to Add and press [Enter].

Complete the fields as follows:

1 Pay Period Number (*required, numeric field; 2 positions*). Key in the pay period number

2 Starting Date (*required, numeric field; 6 positions*). Key in the date that the pay period begins.

The message *Add This Record To The File...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. This pay period has been added to the table. You may now add another transaction code or choose another function on the menu bar. To cancel the add, move to *Cancel* and press [Enter].

Editing A Pay Period Record. To locate the pay period record you want to change, move the cursor to Browse or Find and press [Enter]. Use the arrow keys to scroll and select a pay period. The pay period record selected will display on the Pay Period screen. Move to the Edit function and press [Enter]. Key in changes and press [Ctrl] + [W] to save. The message *Write The Changes To Disk...Ok Cancel* is displayed. The cursor is positioned on *Ok*. Press [Enter]. You may now edit another record. To choose another leave type record to edit, press [Esc] to return to the Find or Browse functions.

Importing The Pay Periods Table Files. You may use the Import option to load pay periods data files into the PC-TARE database on various PC's after you have exported the files from another PC. Move the cursor to the Import function and press [Enter].

Insert your disk with the data files into your disk drive. From the Pay Periods screen, move the cursor on the menu bar at the top of the screen to Import. Press [Enter]. The message *Do You Want to Overwrite the File Before Import Yes No Cancel...* is displayed. The cursor is positioned on *Yes*. Press [Enter]. If you do not want to overwrite the files, move the cursor to *No* and press [Enter]. To cancel importing, move the cursor to *Cancel* and press [Enter].

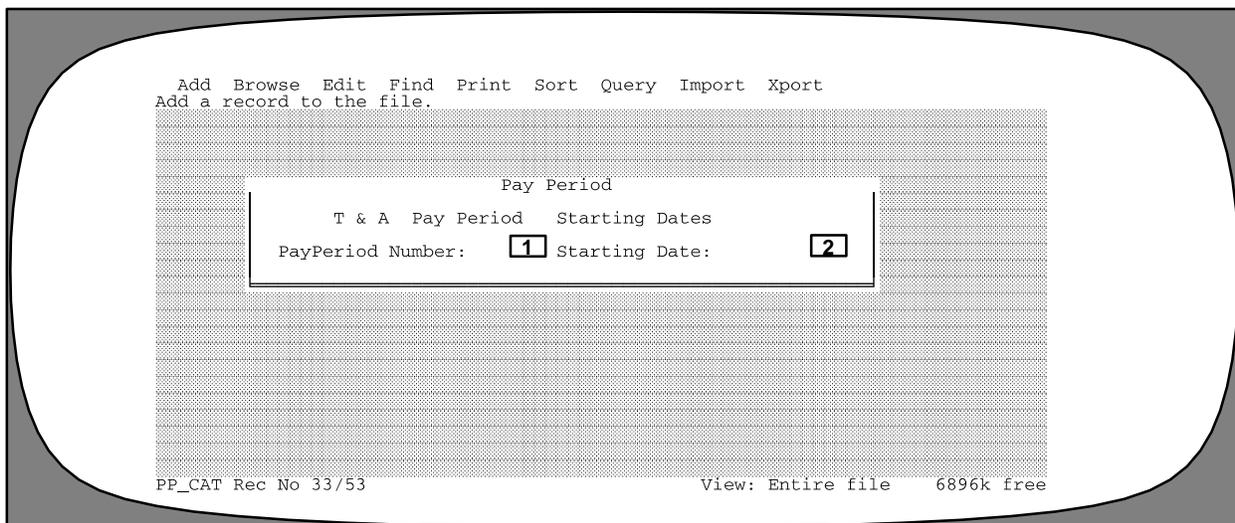


Figure 51. Pay Periods Screen

Exporting The Pay Periods Table Files. You may use the Export option to transfer data files onto a disk to import to various PC's. Move the cursor to the Xport function and press [Enter].

The file structure should match the file structure for the PC-TARE development files. **Note:** Before you begin to use the export function, you should backup your PC-TARE files on a separate disk to avoid accidental loss of files. If you need assistance at any point, contact the Information Center. Insert your disk into your disk drive. From the Pay Periods screen, move the cursor on the menu bar at the top of the screen to *Xport*. Press [Enter]. The Drive and Path to Xport to is displayed. The system has defaulted in *A:\TARE7000.DBF*. In PC-TARE, this path is used for A:. You may use this path by pressing [Enter] or overwrite this path using another file name. **Note:** If the file does not exist, the message *No File Found in That Path* is displayed. You must press [Esc] to begin again. If you are not using the A drive, enter the drive and path you are using and press [Enter]. The form (extension) of the file to export, e.g., *DBF*=database file, *SDF*=standard data file, *Delimited*=spaces, commas, etc., is displayed. The cursor is positioned on *DBF*. If you

need the defaulted path or entered another path using the extension *DBF*, press [Enter]. Otherwise, move the cursor to *SDF* or *Delimited* and press [Enter]. The message *Export complete* is displayed. The file is exported. Press any key to obtain the Pay Periods screen.

If you select *Yes* or *No*, the message *Drive and Path to Import From?* is displayed. The system has defaulted in *A:*.**. If you need to view a list of the files on your drive to choose from, press [Enter]. Otherwise, overwrite *.* with the path of the file to import from and press [Enter]. **Note:** If you are not using the A drive, key in the drive and path you are using and press [Enter]. The file selected for importing is displayed. Press [Enter]. The file you are importing from and the file you are importing to is displayed. Select the extension of the file you are importing to. The cursor is positioned on *DBF*. If this is your file's extension, press [Enter]. Otherwise, move the cursor to *SDF* or *Delimited* and press [Enter]. The message *Please Wait...Import In Progress* followed by *Import complete is displayed*. The file is imported. Press any key to obtain the Pay Periods screen. **Note:** If the file does not exist, the message *No File Found in that Path* is displayed. You must press [Esc] to begin again.

(reserved)

Utilities

Utilities is an option on the main menu bar (Figure 46). This option is used to reindex files, pack all files, backup files from floppy, restore files to floppy, and delete transmit files.

To select this option, move to Utilities on the main menu bar and press [Enter]. The Utilities menu screen (Figure 52) is displayed with a list of options. To select an option, move to the option and press [Enter].

Packing All Files. This function is used to permanently remove all T&A records previously marked for deletion. At the Utilities Menu, move the cursor to Pack (Purge) and press [Enter]. The message *Permanently Remove All Records Marked For Deletion...Ok Cancel* is displayed with *Ok* highlighted.

- To pack all files, press [Enter]. Alternating messages *Packing TAREXXXX.DBF*, *Opening TAREXXXX.DBF*, and *Building TAREXXXX Index* are displayed at the bottom of the screen. After all records are packed, the message *Report Is Already In Use As A Table Name* is displayed. Press any key to continue.

- To cancel the pack, move to the Cancel prompt and press [Enter].

Restoring Files From Floppy. This function is used to restore files to the hard drive from a floppy disk. At the Utilities menu, move the cursor to Restore and press [Enter]. The message *Place Floppy Disk #1 In Drive A: Ok Cancel* is displayed with *Ok* highlighted.

Place a floppy disk in drive A and press [Enter]. The message *Restore From Disk Dated XX/XX/XX Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The message *Restoring File TAREXXXX.XXX* is displayed.

Deleting a Transmit File. This option is used to delete records that have been transmitted. At the Utilities menu, move the cursor to Kill Xmit and press [Enter]. The message *Enter A File Or Skeleton To Delete* is displayed. The system has defaulted in the beginning of the file name. Key in the ending numbers and press [Enter]. The file(s) to be deleted is displayed. Press [Enter] next to each record to tag for deletion. After all records are tagged, press [Esc]. The message *XX Records Deleted...Press Any Key To Continue* is displayed. Press [Esc] to exit PC-TARE.

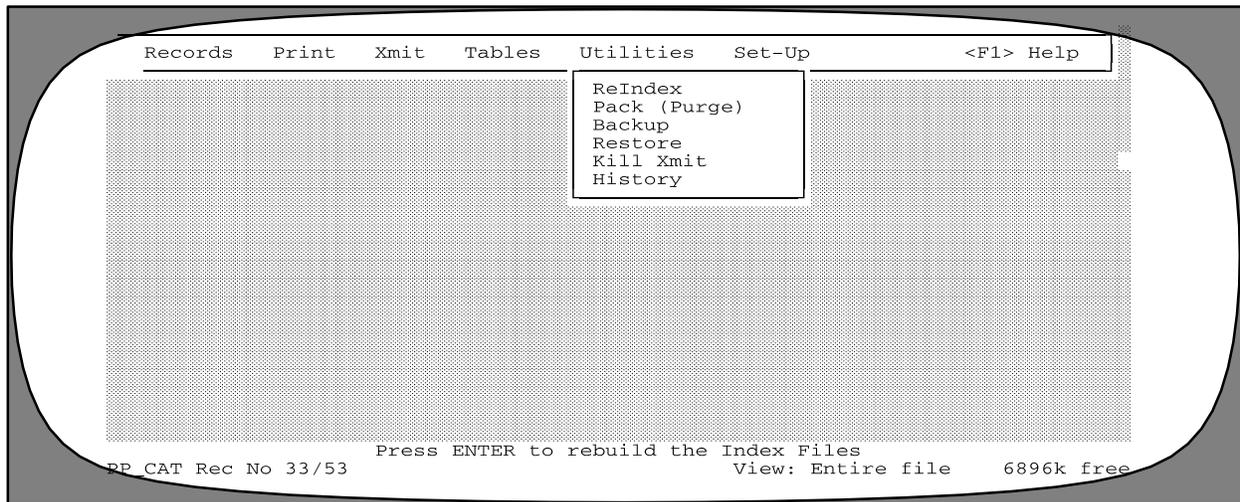


Figure 52. Utilities Menu

Payroll/Personnel Manual Time And Attendance Remote Entry

Set-Up

Set-up is an option on the main menu bar 47. This option is used to establish or change Job Control Language (JCL) information.

To select this option, move to Set-Up on the main menu bar and press [Enter]. The Set-Up Menu Screen (Figure 53) is displayed with 2 options, JCL and System Access.

Establishing JCL Information. This option is used to establish or change JCL and to input an entry which allows the password to be edited. **Note:** The JCL must reflect your agency's specifications for Xmit files before T&A data can be transmitted to NFC.

To select this option, move the cursor to JCL on the Set-Up menu and press [Enter]. The JCL Configuration Screen is displayed (Figure 54).

Complete the fields as follows:

1 Enter **Prod/Test/None** (*required, alpha field; 4 positions*). The initial entry in this field is **NULL**. You must key in either **PROD**, **TEST**, or **NONE**. The JCL file can be changed to send Xmit files as a test (i.e., transmitted T&A's **are not processed** through production files by NFC), or the JCL file can be changed to send Xmit files to production (i.e., transmitted T&A's **are processed** through production files by NFC). Agencies should be advised that when changing from test to production, the first two characters of the job name must be entered in the Job Card Name field. PC-TARE automatically moves the the Job Card Name field upon entering **PROD**. If **NONE** is entered, the agency must develop and maintain their own JCL. **Example:** This option allows all T&A's for each location to be combined for one transmission. After keying in your entry, press [Enter]. The cursor moves to the Job Card Comments field. If **NONE** or **TEST** is entered, the cursor moves to the Job Car Comment field.

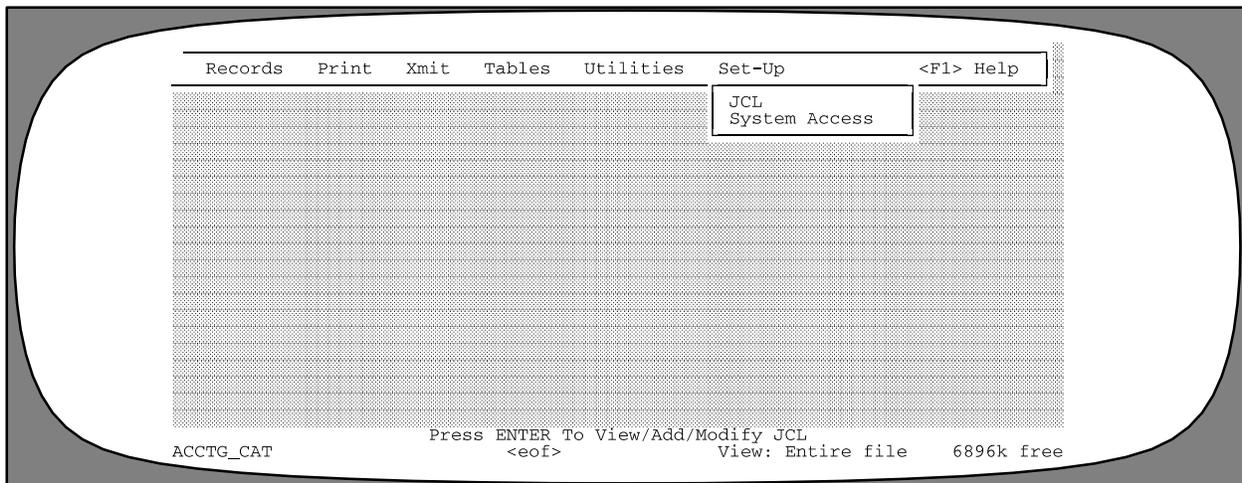


Figure 53. Set-Up Menu Screen

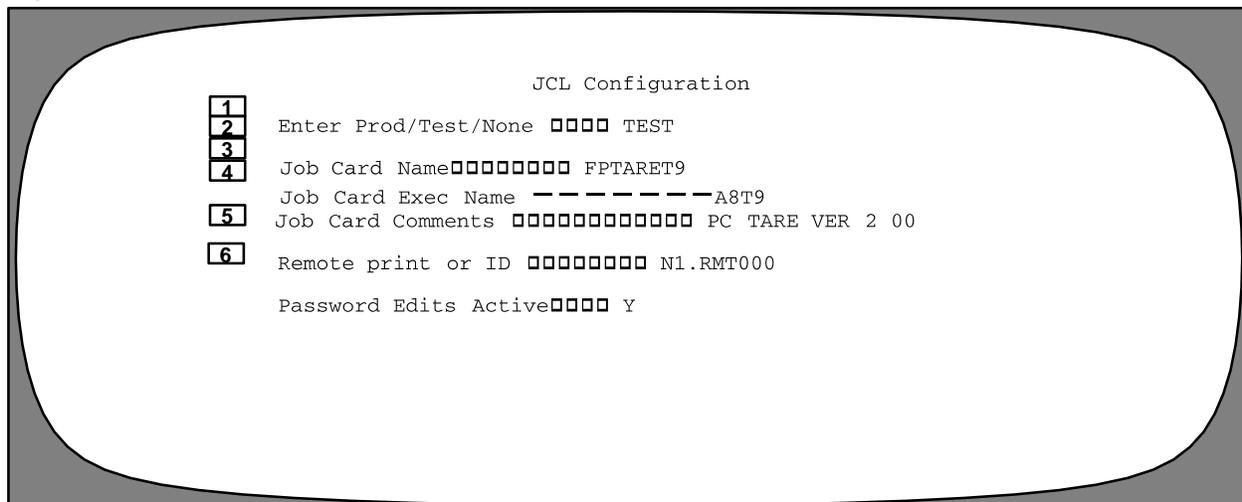


Figure 54. JCL Configuration Screen

2 Job Card Name (*optional, alphanumeric field; 8 positions*). This field is initially set to the test environment. When changing from test to production, the first two characters of the job name must be entered in this field. For USDA agencies, key in **FP** again. For non-USDA agencies, enter the two characters assigned to your agency. When changing from production to test, the system generates this field, and no entry is allowed. After the first 2 positions, the remainder of this field is system generated.

3 Job Card Exec Name (*system generated field; 4 positions*). This is a reference name used in the JCL.

4 Job Card Comments. (*required, alphanumeric field;*) This field is for agency use, as needed, such as for telephone number, initials, etc. **Note.** This field accepts no hyphens, periods, etc. Press [Enter].

5 Remote print or ID. (*required, alphanumeric field; 16 positions*). Key in **local**, unless you have a specific printer ID as defined by NFC. Press [Enter].

6 Password Edits Active. (*required, alpha field; 1 position*). Key in **Y** or **N**. An **X** initially appears in this field. Press [Enter]. Key in **Y** to edit password entries against a set of passwords specifically defined by NFC. This set of passwords contains passwords that will not be accepted by NFC. If a **N** is entered, the password entries will not be edited. Press [Enter].

After all entries are made, the message, *Write Changes To Disk? OK Cancel*, is displayed. The cursor is positioned on **OK**. Press [Enter]. The entries are saved and you are returned to the Set-Up menu.

(reserved)

Setting Up User Access
(Access Level 3)

(Access Level 3 allows the user to set up PC-TARE user access. It also allows users to perform all functions of Access Levels 1 and 2.)

PC-TARE Main Menu (*Access Level 3*)

After you access PC-TARE, the PC-TARE main menu (**Figure 13**) is displayed showing the main menu bar with six options.

Below is a brief description of each option.

1. Records. Used to view, add, modify, or print T&A or employee data.

2. Print. This option is not available. The T&A print function is located within the Opts functions for T&A Records.

3. Xmit. This option is not available. The T&A transmission function is located within the Opts functions for T&A Records.

4. Tables. Used to enter, edit, view, or print data for the tables maintained in PC-TARE.

5. Utilities. Used to reindex files, pack all files, backup files to floppy, and restore files from floppy to hard drive.

6. Set-up. Used to create the job control language configuration and authorization access levels for PC-TARE users.

To select an option, move to the option and press [Enter]. The following pages provide instructions for selecting and using Set-up.

Payroll/Personnel Manual
Time And Attendance Remote Entry

(reserved)

Set-Up

Set-Up is an option on the main menu bar (Figure 46). This option is used to establish or change Job Control Language (JCL) information and to establish authorization levels for PC-TARE users.

To select this option, move to Set-Up on the main menu bar and press [Enter]. The Set-Up menu Screen (Figure 53) is displayed with 2 options, JCL and System Access.

Establishing System Access. This option is used to establish authorization levels for PC-TARE users. At the Set-Up menu, move the cursor to System Access and press [Enter]. The Authorization Administration screen (Figure 55) is displayed with a menu bar at the top of the screen. Listed on the menu bar are several functions:

Below is a brief description of each function:

Add. Used to add a PC-TARE user.

Browse. Used to view existing PC-TARE users.

Edit. Used to modify existing PC-TARE user information.

Find. Used to locate an existing PC-TARE user.

Print. Used to print PC-TARE user information.

Sort. Used to set the PC-TARE user index order.

Query. Used to select PC-TARE user information to view or print that meet certain specified criteria.

Import. Used to load PC-TARE user data files into the PC-TARE database on various PC's after you have exported the files from another PC.

Xport. Used to transfer PC-TARE user data files onto a disk to import to various PC's.

The following are instructions for using these functions:

Adding A PC-TARE User. At the Authorization Administration screen, with the cursor positioned on the Add function, press [Enter]. A blank Authorization Administration Screen is displayed.

Complete the fields as follows:

- 1 Record #.** This field is system generated.
- 2 Name (Last, First, Middle)** (required, alpha field; Last – max. of 25 positions, First – max. of 15 positions, Middle – max. of 15 positions). Key in the user's last, first, and middle names.
- 3 User ID** (required, alphanumeric field; max. of 7 positions). Key in the user-ID.
- 4 Password** (required, alpha field; max. of 8 positions). Key in the password. For security reasons, the password will not be displayed on the screen. A series of periods will be displayed instead. Press [Enter] to advance to the next field.
- 5 Access Level** (required, numeric field; 1 position). Key in the user's access level.

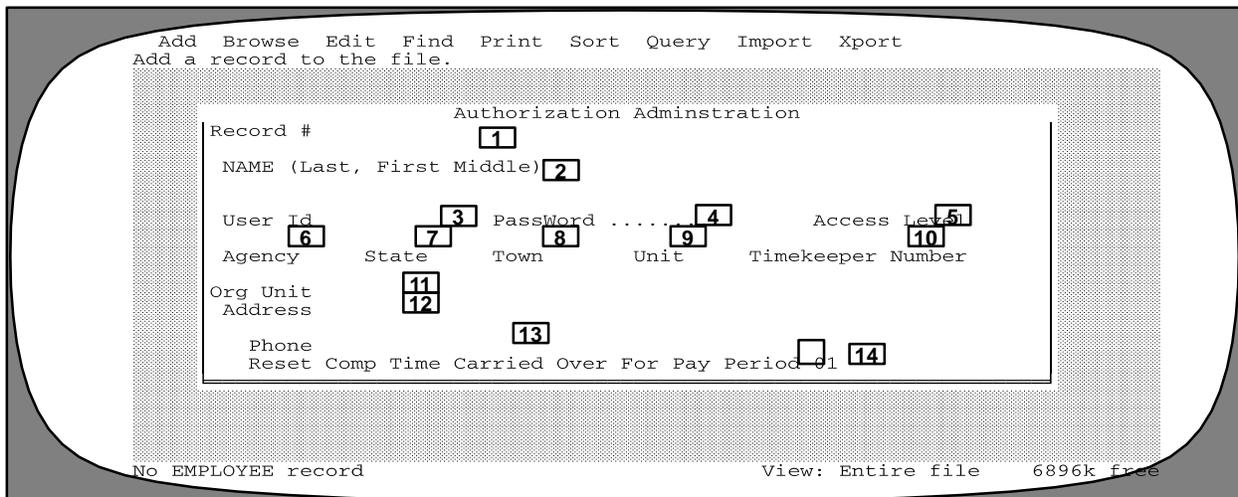


Figure 55. Authorization Administration Screen

Payroll/Personnel Manual Time And Attendance Remote Entry

6 Agency (required, alphanumeric field; 2 positions). Key in the agency code.

7 State (required, numeric field; 2 positions). Key in the state code.

8 Town (required, numeric field; 4 positions). Key in the town code.

9 Unit (required, numeric field; 2 positions). Key in the unit code.

10 Timekeeper Number (required, numeric field; 2 positions). Key in the timekeeper's number.

11 Org Unit (required, alphanumeric field; 50 positions). Key in the organizational unit.

12 Address (required, alphanumeric field; 2 lines of 50 positions each). Key in the organization's address.

13 Phone (required, numeric field; 10 positions). Key in the organization's phone number.

14 Reset Compensatory Time (conditional, alpha field; 1 position). Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Follow your agency policy regarding compensatory time at year end. To liquidate compensatory time balances at the end of the year, either key in **Y** or press the space bar. A check will be inserted in the block. To carry compensatory time balances to the next year, press [Enter].

Deleting A PC-TARE User. To delete a record, use the arrow keys to move to the record and press [Enter]. The system access record is displayed. Press the delete key. the message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. the message *<Deleted>* is displayed at the bottom of the screen. To cancel the delete, move to the Cancel prompt and press [Enter].

Browsing System Access Records. Move to the Browse function and press [Enter]. To view a record, use the

arrow keys to move to the record and press [Enter]. The system access record is displayed.

Editing A System Access Record. To locate the system access record you want to change, move the cursor to Browse or Find and press [Enter]. Use the arrow keys to scroll and select a system access record. The system access record selected will display on the Authorization Administration screen. Move to the Edit function and press [Enter]. Key in changes and press [Ctrl] + [W] to save. The message *Write The Changes To Disk...Ok Cancel* is displayed. the cursor is positioned on *Ok*. Press [enter]. You may now edit another record. To choose another system access record to edit, press [Esc] to return to the Find or Browse functions.

Finding A System Access Record. Move the cursor to the Find function and press [Enter]. **Note:** This option is helpful when dealing with very lengthy tables. You may search for a specific system access or employee record. Move the cursor to your selection and press [Enter]. Key in the required data at the second pull-down menu and press [Enter]. The selected record is displayed. If the system access record entered is not found in the table, the message *XXXX Not Found In System Access* is displayed. Press any key to continue.

Printing The Systems Access Table. This option is used to print the Systems Access table. At the Authorization Administration screen, move the cursor to Print and press [Enter]. The Reports on File screen is displayed with one option available, Authorization Administration Listing. Press [Enter]. You must now choose one of the following:

Go. Used to execute printing directly to a printer.

Cancel. Used to stop the execution of the printing process.

Settings. Used to allow the user to specify report settings. After selecting Settings, the Report Manager Screen is displayed (**Figure 24**). The cursor is positioned in the Send Output To section. Move the cursor to Printer and press [Enter]. **Note:** The program defaults to printer. Then, key in the number of copies to print, the page to begin printing, and the page to end printing.

Query. This option is not available.

Sorting The System Access Table. Move the cursor to the Sort function and press [Enter]. The Sort menu is displayed with three options (Figure 56). Move the cursor to the desired order (record number, User ID, or Time-keeper Key) and press [Enter]. The System Access table will be sequenced in the order specified.

Querying The System Access Table. Move the cursor to the Query function and press [Enter]. The Query menu is displayed (Figure 23). On this menu are several options: Query Optimization Is On, Create A New Query, Directly Edit Query, Modify The Current query, Undo The Current Query, Read A Query From Disk, and Save The Current Query.

Below is a brief description of each option:

Query Optimization is On. Used to indicate that PC-TARE is building an index file of the query.

Create a New Query. Used to add a new query.

Directly Edit Query. Used to write a query statement using programming language. **Note:** You must know how to write in the Clipper language to edit hard-coded language.

Modify the Current Query. Used to add to the current query.

Undo the Current Query. Used to erase the query from memory.

Read a Query From Disk. Used to recall a query from a list of saved queries on your hard drive.

Save the Current Query. Used to name and save a query to the hard drive for future use.

To create a new query, move the cursor to Create A New Query and press [Enter]. Select the criteria you want in the Field and Operator tables and key in a value or expression. When all the criteria is entered, move the cursor to Done and press [Enter]. A screen is displayed with 3 options: Execute the query now; Save the query, Do not execute; and Save and Execute the query. Move the cursor to the applicable option and press [Enter].

Importing The Authorization Administration Files. You may use the Import option to load pay periods data files into the PC-TARE data base on various PC's after you have downloaded the files from the NFC's main-frame or exported the files from another PC. Move the cursor to the Import function and press [Enter].

Insert your disk with the data files into your disk drive. From the Authorization Administration screen, move the cursor on the menu bar at the top of the screen to Import. Press [Enter]. The message *Do You Want to Overwrite the File Before Import Yes No Cancel...* is displayed. The cursor is positioned on Yes. Press [Enter]. If you do not want to overwrite the files, move the cursor to No and press [Enter]. To cancel importing, move the cursor to Cancel and press [Enter].

Exporting The Authorization Administration Files. You may use the Export option to transfer data files onto a disk to import to various PC's. Move the cursor to the Xport function and press [Enter].

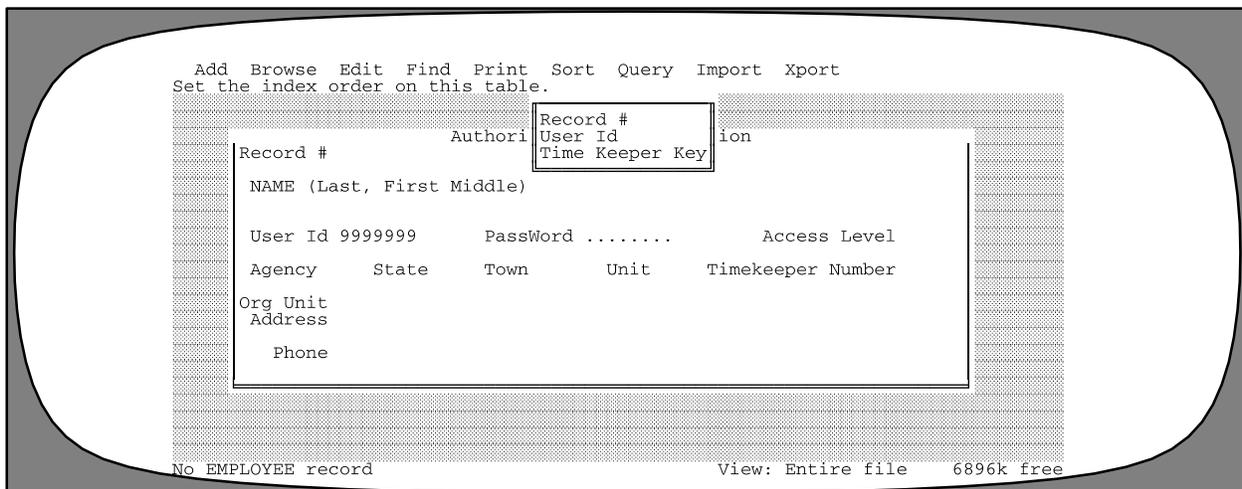


Figure 56. System Access Sort Menu

The file structure should match the file structure for the PC-TARE development files. **Note:** Before you begin to use the export function, you should backup your PC-TARE files on a separate disk to avoid accidental loss of files. If you need assistance at any point, contact the Information Center. Insert your disk into your disk drive. From the Authorization Administration screen, move the cursor on the menu bar at the top of the screen to Xport. Press [Enter]. The Drive and Path to Xport to is displayed. The system has defaulted in A:\TARE7000.DBF. In PC-TARE, this path is used for A:. You may use this path by pressing [Enter] or overtype this path using another file name. **Note:** If the file does not exist, the message *No File Found in That Path* is displayed. You must press [Esc] to begin again. If you are not using the A drive, enter the drive and path you are using and press [Enter]. The form (extension) of the file to export, e.g., DBF=database file, SDF=standard data file, Delimited=spaces, commas, etc., is displayed. The cursor is positioned on DBF. If you need the defaulted path or entered another path using the extension DBF, press [Enter]. Otherwise, move the cursor to SDF or Delimited

and press [Enter]. the message *Export complete* is displayed. The file is exported. Press any key to obtain the Authorization Administration screen.

If you select *Yes* or *No*, the message *Drive and Path to Import From?* is displayed. The system has defaulted in A:*.*. If you need to view a list of the files on your drive to choose from, press [Enter]. Otherwise, overtype *.* with the path of the file to import from and press [Enter]. **Note:** If you are not using the A drive, key in the drive and path you are using and press [Enter]. The file selected for importing is displayed. Press [Enter]. The file you are importing from and the file you are importing to is displayed. Select the extension of the file you are importing to. The cursor is positioned on DBF. If this is your file's extension, press [Enter]. Otherwise, move the cursor to SDF or Delimited and press [Enter]. The message *Please Wait...Import In Progress* followed by *Import complete is displayed*. The file is imported. Press any key to obtain the Pay Periods screen. **Note:** If the file does not exist, the message *No File Found in that Path* is displayed. You must press [Esc] to begin again.

Data Transmission

Before T&A data can be transmitted to NFC, the equipment being used for transmission must be linked to the NFC mainframe using 3780 bysynchronous remote job entry protocol. This section provides instructions for establishing the mainframe connection and transmitting T&A data to NFC.

Establishing The Mainframe Connection

The PC-TARE administrator (or assigned communications officer) is responsible for establishing the 3780 connection to NFC in accordance with network directions.

To sign-on to NFC, key in */*SIGNON* at position 1. Key in *RMT ###* at position 16. Press [Enter].

When NFC is ready to receive your data, the “connection” screen is displayed with the message *\$HASP200 RMT### STARTED ON LINE ###* (Figure 57).

This message indicates that the connection to NFC has been established. If you do not receive this message, do not send your data files since NFC is not ready to receive your transmission. You should either reestablish the connection according to your network directions or try again later.

Transmitting The Data

After establishing connection to the NFC mainframe, you are ready to send your Xmit file(s). Key in

A:XMIT.DAT. Press [Enter]. When NFC has successfully received your file(s), the Job Number screen (Figure 58) is displayed.

The job number is your confirmation that NFC has received your file(s). You must use this number to inquire on all subsequent information pertaining to this file(s). If a message is displayed instead of the job number, the reception may be incomplete. You should follow the instructions on the screen or call the Information Center.

Once the job number has been assigned, additional files may be sent. After all files have been sent, the connection may be terminated by signing off.

To sign off, key in */*SIGNOFF* at position 1 and press [Enter].

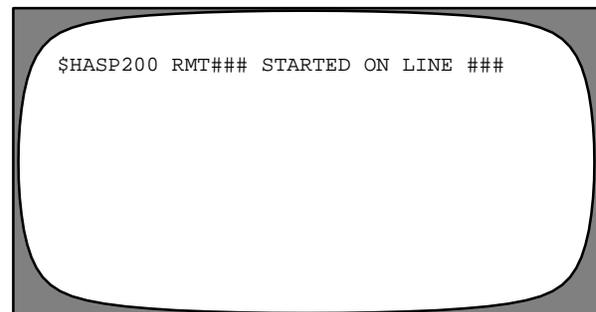


Figure 57. Connection Screen

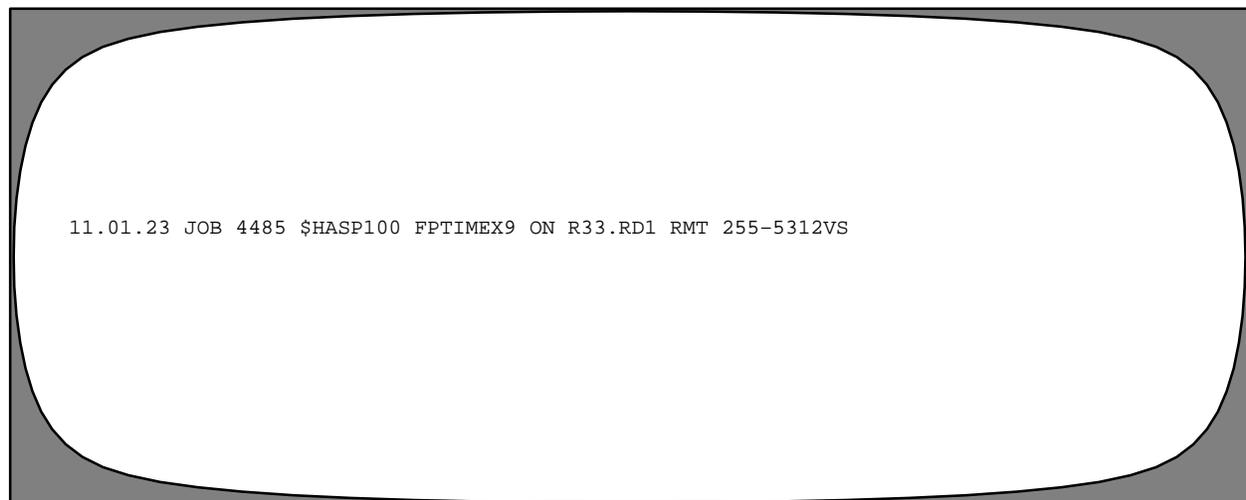


Figure 58. Job Number Screen

Confirming The Transmission

NFC confirms receipt of T&A data by transmitting a confirmation report(s) to the T&A contact point location. If this report is not received, the user should check the status of the transmission (job), as described below in Checking Job Status.

To verify the T&A data transmitted against the data received by NFC, a confirmation report should be printed at your location after each transmission. Be sure to match job numbers from the transmission and the confirmation.

Preceding the confirmation report is the job control language (JCL) printout, which provides information relating to the file (job) that has been transmitted. The first page of the JCL printout (**Figure 59**) is composed of the job number, job name, remote device number, and com-

ments established by the PC-TARE administrator. The information is printed 6 times.

Immediately following the JCL printout is a 3-page report, JES2 Job Log--System SYSB--NODE NFC, (**Figures 58-60**). This report indicates if transmission is complete, incomplete, or abended. If abended, an abend code (ABEND###) is provided indicating the reason the job was abended.

The confirmation transmittal (**Figure 63**) contains total hours, transaction code, and T&A totals.

The confirmation report (**Figures 62-63**) follows the JES2 report and consists of 2 pages. This report should be given to the timekeeper(s) to verify the T&A transmission(s).

```
*START JOB 5950 FPTIMEX9 1001001 R0033 RMT033 255-5616DCG ROOM 10.55.17 AM AM 20 MAR XX R33.PRI SYSB START A*
*START JOB 5950 FPTIMEX9 1001001 R0033 RMT033 255-5616DCG ROOM 10.55.17 AM AM 20 MAR XX R33.PRI SYSB START A*
*START JOB 5950 FPTIMEX9 1001001 R0033 RMT033 255-5616DCG ROOM 10.55.17 AM AM 20 MAR XX R33.PRI SYSB START A*
*START JOB 5950 FPTIMEX9 1001001 R0033 RMT033 255-5616DCG ROOM 10.55.17 AM AM 20 MAR XX R33.PRI SYSB START A*
*START JOB 5950 FPTIMEX9 1001001 R0033 RMT033 255-5616DCG ROOM 10.55.17 AM AM 20 MAR XX R33.PRI SYSB START A*
*START JOB 5950 FPTIMEX9 1001001 R0033 RMT033 255-5616DCG ROOM 10.55.17 AM AM 20 MAR XX R33.PRI SYSB START A*
```

Figure 59. JCL Printout

```
JES2 JOB LOG - SYSTEM SYSB - NODE NFC
10.35.00 JOB 5950 TSS7011 BF170T LAST-USED 20 MAR XX 10.34 SYSTEM = SYSB FACILITY=BATCH
10.35.00 JOB 5950 TSS7021 COUNT=07457 MODE=FAIL LOCKTIME=NONE ANME=JANE DOE
10.35.00 JOB 5950 $HASP373 FPTIMEX9 STARTED - INT M - CLASS A - SYS SYSB
10.35.00 JOB 5950 $HASP395 FPTIMEX9 ENDED

-----JES2 JOB STATISTICS-----
20 MAR XX JOB EXECUTION DATE
  451 CARDS READ
  137 SYSOUT PRINT RECORDS
   0 SYSOUT PUNCH RECORDS
   10 SYSOUT SPOOL KBYTES
   0.43 MINUTES EXECUTION TIME
```

Figure 60. JES2 Job Log, Page 1

```
1//FPTIMEX9 JOB (2105015396—), "RMT033 255-5616DCG",  
// CLASS= A,MSGCLASS=A, TIME=10MSGLEVEL = (0,0)  
// USER=BF170T
```

Figure 61. JES2 Job Log, Page 2

```
TSS NF170T LAST-USED 20 MAR XX 10.34 SYSTEM=SYSB FACILITY=BATCH  
TSS7021 COUNT=07457 MODE=FAIL LOCKTIME=NONE NAME=JANE DOE  
IEF1421 FPTIMEX9 STEP0005 PROC0010-STEP WAS EXECUTED-COND CODE 1000  
IEF3731 STEP/STEP0005/STARTXX320.1035  
IEF3741 STEP/STEP0005/STOP XX320.1035 CPU OMIN 00.08SEC SRB OMIN 00.00SEC  
VIRT 152K EXT 28K SYS 8952K  
IEF1421 FPTIMEX9 STEP0010 PROC0010 - STEP WAS EXECUTED - COND CODE 0000
```

Figure 62. JES2 Job Log, Page 3

```
DATE PREPARED XX/XX/XX VX.XX USDA NATIONAL FINANCE CENTER-CONFIRMATION- PAGE 1
```

```
VX.XX TOTAL HOURS ****2,790.00 TOTAL T/C **** 4,879 TOTAL T&A'S 37
```

Figure 63. Confirmation Transmittal

Payroll/Personnel Manual Time And Attendance Remote Entry

The Job Performance Report for Time### (Figure 66) displays the steps involved in the transmission process. The message *Job Has Completed Successfully* indicates that the job has been completely transmitted. This report should also be given to the timekeeper(s) to verify transmission(s).

The End Job page (last page printed) (Figure 67) is composed of JCL and indicates the end of the information from NFC regarding your transmission.

Caution: Do not discard or misplace the Confirmation Report. It can be requested only once.

After the End Job page prints, you may terminate the connection to NFC.

Note: The mainframe (3780) protocol is synchronous, even though it used bisynchronous equipment and lines. This means that while you are transmitting to NFC, NFC cannot transmit to you, and vice versa. Therefore, you must wait until the confirmation report(s) is completely transmitted before transmitting other Xmit file(s). If you

begin transmitting an Xmit file while NFC is transmitting to you, you will receive a message saying you have contention and cannot send your file.

Checking Job Status

If you have not received a Confirmation Report and wish to check the status of a job(s) that has been transmitted to NFC, follow the steps below:

- Connect to NFC as described above in Establishing the Mainframe Connection.
- After receiving the message indicating NFC is ready to receive your transmission, key in */*SDJI-9999* at position 1. Press [Enter]. All jobs for your remote device number that are currently in the NFC job queue are listed with the status of each job, (e.g., awaiting execution, executing, JCL aborts, output, etc.)
- When the job status indicates output, terminate the connection by keying in */*SIGNOFF* at position 1 and press [Enter].

```

DATE PREPARED XX/XX/XX VX.X USDA NATIONAL FINANCE CENTER-CONFIRMATION-PAGE 1

DATE ENTRY TIMEX9 P/P 23 BATCH LISTING T&A'S TRANSMITTED TRANSM.NO.646
*****
*****
BLK/BATCH      T&A'S      80 CHAR RCDS      TRANSMITTED FROM AG ST TOWN UN TMPK
   55 23 0653          37          444
1690  10   95

TOTALS                37          444

*****RECEIVED 37 REGULAR T&A'S WITH PAY PERIOD 23 ON T&A ****
  
```

Figure 64. Confirmation Report, Page 1

```

DATE PREPARED XX/XX/XX VX.X USDA NATIONAL FINANCE CENTER-CONFIRMATION-PAGE 2

DATE ENTRY TIMEX9 P/P 23 BATCH LISTING T&A'S TRANSMITTED TRANSM.NO.646
*****
*****
BEFORE TRANSMISSION - - -
TOTAL BATCHES 160 T7A'S 5029 80-CHAR 60348
THIS TRANSMISSION - - -
TOTAL BATCHES 1 T&A'S 37 80-CHAR 444
AFTER TRANSMISSION. FILE NFCPTIMEX991 CONTAINS - - -
TOTAL BATCHES 161 T&A'S 5066 80-CHAR 60792
*****
*****
VX.XX TOTAL HOURS **** 2,790.00 TOTAL T/C **** 4,879 TOTAL T&A'S 37
  
```

Figure 65. Confirmation Report, Page 2

```
                JOB PERFORMANCE REPORT FOR TIME35X9
                        XX/XX/XX
JOB TIME35X9 BEGAN ON XX/XX/XX AT 103502

STEP NUMBER                STATUS
STEP0010        HAS RUN TO SUCCESSFUL COMPLETION
STEP0020        HAS RUN TO SUCCESSFUL COMPLETION
STEP0030        HAS RUN TO SUCCESSFUL COMPLETION
STEP0040        HAS RUN TO SUCCESSFUL COMPLETION        STEP 0050
HAS RUN TO SUCCESSFUL COMPLETION
JOB TIME 35X9 ENDED ON XX/XX/XX AT 103526
JOB HAS COMPLETED SUCCESSFULLY
```

Figure 66. Job Performance Report For Time####

```
*A END JOB 5950 FPTIMEX9 1 001 001 R0033 RMT033 25505616DCG ROOM 10.55.33 AM 20 MAR XX R33.PR1 SYSB END A*
*A END JOB 5950 FPTIMEX9 1 001 001 R0033 RMT033 25505616DCG ROOM 10.55.33 AM 20 MAR XX R33.PR1 SYSB END A*
*A END JOB 5950 FPTIMEX9 1 001 001 R0033 RMT033 25505616DCG ROOM 10.55.33 AM 20 MAR XX R33.PR1 SYSB END A*
*A END JOB 5950 FPTIMEX9 1 001 001 R0033 RMT033 25505616DCG ROOM 10.55.33 AM 20 MAR XX R33.PR1 SYSB END A*
*A END JOB 5950 FPTIMEX9 1 001 001 R0033 RMT033 25505616DCG ROOM 10.55.33 AM 20 MAR XX R33.PR1 SYSB END A*
*A END JOB 5950 FPTIMEX9 1 001 001 R0033 RMT033 25505616DCG ROOM 10.55.33 AM 20 MAR XX R33.PR1 SYSB END A*
```

Figure 67. End Job Page

(reserved)

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

[About This Procedure](#), 3
[Access Levels](#), 5
[Accessing T&A Record Options](#), 26
Accounting, [40](#), [55](#)
[Adding A Leave Type Record](#), 60
[Adding A Pay Period Record](#), 62
[Adding A PC-TARE User](#), 73
[Adding A Transaction Code Record](#), 58
[Adding An Accounting Record](#), 55
[Adding An Employee Data Record](#), 32
[Adding One T&A Record](#), 26

B

[Browsing A T&A Record](#), 26
[Browsing Accounting Records](#), 40
[Browsing An Employee Data Record](#), 33
[Browsing Leave Type Records](#), 45
[Browsing Pay Period Records](#), 47
[Browsing System Access Records](#), 74
[Browsing Transaction Codes](#), 43

C

[Changing A Pay Period #](#), 21
[Checking Job Status](#), 80
[Confirming The Transmission](#), 78
Creating A Query, [27](#), [34](#)
[Creating JCL and Maintaining Tables \(Access Level 2\)](#),
51

D

[Data Entry \(Access Level 1\)](#), 17
[Data Transmission](#), 77
[Deleting A PC-TARE User](#), 74
[Deleting a Transmit File](#), 65
[Deleting An Employee Record](#), 34
[Deletion Of Employee Records](#), 31
[Deletion Of T&A Records](#), 31

E

[Editing A Leave Type Record](#), 61
[Editing A Pay Period Record](#), 62
[Editing A System Access Record](#), 74
[Editing A Transaction Code](#), 59
[Editing An Accounting Record](#), 55
[Editing An Employee Data Record](#), 33
[Employee Data](#), 32
[Equipment](#), 6
[Establishing JCL Information](#), 66
[Establishing System Access](#), 73
[Establishing The Mainframe Connection](#), 77
[Exporting The Accounting Table Files](#), 56
[Exporting The Authorization Administration Files](#), 75
[Exporting The Leave Types Table Files](#), 61
[Exporting The Pay Periods Table Files](#), 63
[Exporting The Transaction Codes Table Files](#), 59

F

[Finding A Leave Type Record](#), 45
[Finding A Pay Period Record](#), 47
[Finding A System Access Record](#), 74
[Finding A T&A Record](#), 26

[Finding A Transaction Code](#), 43
[Finding An Accounting Record](#), 40
[Finding An Employee Data Record](#), 33
[Function Keys](#), 15

H

[How The Procedure Is Organized](#), 3

I

[Importing The Accounting Table Files](#), 56
[Importing The Authorization Administration Files](#), 75
[Importing The Leave Types Table Files](#), 61
[Importing The Pay Periods Table Files](#), 62
[Importing The Transaction Codes Table Files](#), 59
[Installing Or Updating The Software](#), 7
[Introduction](#), 1

L

Leave Types, [45](#), [60](#)

M

[Making Backup Files To Floppy](#), 50
[Mass Changing Accounting Records](#), 56
[Modifying A Header](#), 22
[Modifying A Leave Record](#), 24
[Modifying TcItems](#), 21
[Moving Files To History](#), 50

N

[Navigation Through The PC-TARE Menus](#), 15

O

[Operating Features](#), 15

Index – 2

P

[Packing All Files](#), 65
Pay Periods, [47](#), [62](#)
[PC-TARE Main Menu \(Access Level 1\)](#), 19
[PC-TARE Main Menu \(Access Level 2\)](#), 53
[PC-TARE Main Menu \(Access Level 3\)](#), 71
[Preparation Of Continued T&A's](#), 31
[Preparation Of Corrected T&A's](#), 31
[Preparation Of Split T&A's](#), 31
[Preparing A Transmission File](#), 28
[Preparing For Installation](#), 7
[Print](#), 35
[Printing An Employee Data Record](#), 34
[Printing Employee Records](#), 35
[Printing T&A Data](#), 35
[Printing T&A Records](#), 28
Printing The Accounting Table, [35](#), [41](#)
[Printing The Leave Types Table](#), 45
[Printing The Pay Periods Table](#), 47
[Printing The Systems Access Table](#), 74
[Printing The Transaction Codes Table](#), 43

Q

[Querying The Accounting Table](#), 41
[Querying The Leave Types Table](#), 46
[Querying The Pay Periods Table](#), 48
[Querying The System Access Table](#), 75
[Querying The Transaction Codes Table](#), 44

R

[Record Retention Requirements](#), 6
[Records](#), 20
[Reindexing Files](#), 50
[Restoring Files From Floppy](#), 65

S

[Security And Remote Terminal Usage](#), 13
Set-Up, [66](#), [73](#)

Payroll/Personnel Manual
Time And Attendance Remote Entry

Title I
Chapter 7
Section 2

[Setting Up User Access \(Access Level 3\)](#), 69

[Sign-Off](#), 14

[Sign-On](#), 13

[Software Installation](#), 7

[Sorting Employee Data Records](#), 34

[Sorting T&A Records](#), 26

[Sorting The Accounting Table](#), 41

[Sorting The Leave Types Table](#), 46

[Sorting The Pay Periods Table](#), 48

[Sorting The System Access Table](#), 75

[Sorting The Transaction Codes Table](#), 43

[System Access](#), 13

[System Edits](#), 15

[System Overview](#), 5

T

[T&A Data](#), 20

Tables, [39](#), [55](#)

[Technical Support](#), 6

[To Screen Print a T&A Data Record](#), 35

Transaction Codes, [43](#), [58](#)

[Transmitting The Data](#), 77

U

[Updating A T&A Record](#), 26

Utilities, [50](#), [65](#)

W

[What Conventions Are Used](#), 3

[Who To Contact For Help](#), 3

X

[Xmit](#), 37

Z

[Zooming](#), 30